

**CHANGE**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

8300.10 CHG 4

6/5/90

SUBJ: AIRWORTHINESS INSPECTOR'S HANDBOOK

1. PURPOSE. This change transmits new and revised portions to this handbook.

2. EXPLANATION OF CHANGES.

a. This change includes minor corrections to the following Volume 2 chapters, which were also reorganized for clarity: Chapters 23, 24, 63, 68, 78, and 202.

b. This change incorporates Action Notice A8310.3 into Volume 2, Chapters 162 and 163, which deal with repair stations.

c. This change reissues Volume 2, Chapter 235, which was included in Change 3 but inadvertently printed on the back of Volume 2, page 189-1.

d. This change adds Volume 3, Chapter 25, on air shows/air races.

e. Action Notice A8000.42 is incorporated into Volume 4, Chapter 1, which provides a chart comparing old and revised FAR Part 91 sections. Any handbook references to sections of FAR Part 91 are according to the section numbers that existed prior to the revision.

f. Two appendices are included. The first is an expanded index for all of the chapters in Volumes 2 and 3. The second is a form to encourage comments and suggestions regarding the handbook.

3. DISPOSITION OF TRANSMITTAL. This transmittal is to be RETAINED AND FILED IN THE BACK OF THIS HANDBOOK until superseded by a new basic order.

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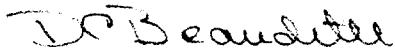
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D. C. Beaudette  
Director, Flight Standards Service

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## CHAPTER 23 CERTIFICATE FOREIGN APPLICANTS LOCATED OUTSIDE THE UNITED STATES FOR MECHANIC CERTIFICATES/RATINGS

### Section 1 Background

#### 1. PTRS ACTIVITY CODES

A. *Maintenance:* 3501/3508

B. *Avionics:* 5501/5508

3. **OBJECTIVE.** This chapter provides guidance and describes procedures for certificating foreign and foreign-based applicants for mechanic certificates and ratings.

#### 5. GENERAL

A. This chapter prescribes procedures for evaluating foreign applicants located outside the United States for Airframe and/or Powerplant Mechanic/Added Rating(s). Inspectors are referred to Volume II, Chapter 22, Certificate Airframe and/or Powerplant Mechanic/Added Rating, as most procedures are identical.

(1) Those procedures that are unique to foreign applicants located outside the United States are discussed in this chapter. Certification policy is established by the following orders:

- Order 8000.16, U.S. Certification or Designation of Foreign National Airmen, Airman Schools, Examiners, and Repair Station Facilities Outside the United States, as amended
- Order 8610.10, Revised FAA Form 8610-2 (2-85) Airmen Certification and/or Rating Application, as amended

(2) This chapter does not apply to foreign applicants in the United States. According to AVN-133,

any applicant who is in the United States and meets the English language and experience requirements is entitled to take the examinations for a mechanic certificate. Advisory Circular 65-11, Airframe and Powerplant Mechanics Certification Information, as amended, provides further guidance regarding foreign applicants within the United States.

B. Foreign nationals located outside the U.S. may be certificated if they show to the satisfaction of the inspector that FAA certification is required for the maintenance of U.S.-registered aircraft.

(1) To show need for certification, applicants must provide documentation, such as a letter, from an employer or an official of a company by whom they will be employed.

(2) Applicants must provide a letter signed by a responsible government official of the civil aviation authority of their native country (state) that clearly shows the need for certification.

C. *Payment of Fees.* FAR Part 187 prescribes fees for certification services performed outside the United States on behalf of foreign nationals other than resident aliens of the United States. Payment for technical and clerical services is required before the certification action can begin. Fees are to be paid by U.S. currency, money order, or check payable to the Federal Aviation Administration.

D. Any mechanic certificate or rating will remain effective unless it is surrendered, suspended, or revoked. Applicants who do not meet the English requirements of FAR § 65.71(a)(2), shall have their certificates endorsed "Valid only outside the United States."

### Section 2 Procedures

#### 1. PREREQUISITE AND COORDINATION REQUIREMENTS

A. *Prerequisites*

- Knowledge of FAR Part 65

B. *Coordination.* As needed, coordinate through the regional office with the International Civil Aviation Organization (ICAO) or the appropriate Civil Airworthiness Authority.

#### 3. REFERENCES, FORMS, AND JOB AIDS

A. *References*

- Advisory Circular 65-11, Airframe and Powerplant Mechanics Certification Information, as amended
- Order 8300.10, Vol. II, Ch. 22, Evaluate Airframe and/or Powerplant Mechanic/Added Rating
- Order 8000.16, U.S. Certification or Designation of Foreign National Airmen, Airman Schools, Examiners, and Repair Station Facilities Outside the United States
- Order 8610.4, Aviation Mechanic Examiner Handbook, as amended
- Order 8610.5, Parachute Rigger Examiner Handbook, as amended

B. *Forms*

- FAA Form 8060-7, Airman's Authorization for Written Test
- FAA Form 8610-2, Airman Certificate and/or Rating Application
- AC Form 8060-56, Application for Replacement of Lost or Destroyed Airman Certificate(s)
- AC Form 8080-2, Airman Written Test Report
- AC Form 8080-3, Airman Written Test Application

C. *Job Aids.* None.

## 5. PROCEDURES

A. *Follow the Guidelines in Volume II, Chapter 22 to Certificate a Foreign Applicant within the United States.* Follow the additional procedures below to certificate a foreign applicant who will exercise the privileges of the certificate outside the United States.

B. *Establish Positive Identification of the Applicant.* Require appropriate legal documentation establishing positive identification.

C. *Require the Applicant to Submit FAA Form 8610-2, Airman Certificate and/or Rating Application, in Triplicate*

D. *Determine the Applicant's Ability to Read, Write, Speak, and Understand the English Language.* To certificate an applicant who is employed outside the United States by a U.S.-certificated air carrier but who does not read, write, speak, and understand English, ensure the following are accomplished:

- The certificated U.S. air carrier has submitted documentation regarding the applicant's employment status and the need for certification
- The written test is accomplished in accordance with Order 8080.1, Administration of Written Tests, as amended, as it relates to applicants who do not read, write, speak, or understand English
- The oral and practical tests are administered by an inspector or examiner in the applicant's language, or through the use of a neutral interpreter selected or accepted by the inspector or examiner

E. *Determine the Applicant's Experience Eligibility.* Ensure foreign applicants provide a signed, dated, detailed statement substantiating the specific type and duration of experience. Ensure the applicant meets the requirements of and follows the procedures detailed in Order 8610.10, Appendix 3.

(1) Determine that these statements come from both an employer, and either the airworthiness authority of the country in which the experience was gained or an airworthiness advisor of the International Civil Aviation Organization. If there is any question about the validity of the statements, contact the regional office.

(2) Do not accept information that cannot be verified or documented. Require each document presented to verify experience to be a signed and dated original, traceable to the originator.

## 7. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. *Issue a Certificate/Added Rating*

(1) *Temporary Certificate.* After the applicant has successfully met all requirements for the certificate/rating,

issue FAA Form 8060-4, Temporary Airman Certificate. This form must be either typewritten or filled out in ink.

(a) *Original issuance.* If a social security number is not provided by the applicant, enter the word "pending" in Block III. If a social security number is provided, enter the number without dashes or spaces in Block III as the certificate number.

(b) *Reissuance.* The previously assigned certificate number will continue to be shown in Block III. If a social security number is provided, enter the number without dashes or spaces immediately above the applicant's date of birth. A certificate may be reissued when an airman requests that the certificate number correspond with the social security number.

(2) Fill out FAA Form 8610-2.

(a) When the applicant passes a section, check the "Pass" block and indicate the expiration date. Complete the "FAA Inspector Report" portion of FAA Form 8610-2. Sign the form with the office identifier and date.

(b) Give the applicant the duplicate copy of FAA Form 8610-2 with instructions to retain it until the permanent certificate is issued.

(3) Make and submit to AAC-260 a file with the following:

- A typewritten original, FAA Form 8060-4, signed by the issuing inspector or Designated Mechanic Examiner
- The original copy of FAA Form 8610-2. For retests, also send a duplicate copy.
- AC Form 8080-2, Airman Written Test Report
- A document certifying additional instruction, if the test was retaken within 30 days of the initial test
- AC Form 8060-1, Mechanic Certificate, when adding a rating

(4) Certification files should be sent to AAC-260 as soon as possible to permit the necessary review and processing to take place before the expiration of the temporary certificate.

### C. *Deny a Certificate/Added Rating*

(1) *Retest After Failure.* Conduct written retests in accordance with the procedures in Order 8080.1, as amended.

(a) The oral and practical retests must cover all the subject areas in the failed section, as indicated on the application.

(b) If the applicant fails again, complete FAA Form 8610-2 only for the sections included in the retest. The AC Form 8080-2 presented by an unsuccessful applicant for the oral/practical retest will be returned to the applicant with a new duplicate of FAA Form 8610-2.

(3) An applicant's final certification file will include an FAA Form 8610-2 for the original test and each retest.

(2) Investigate all indications or reports of falsification, fraudulent reproduction, or alteration of airman certification documents and applications.

(3) When the applicant fails a section, check the "Fail" block on 8610-2.

(4) When the applicant fails any required section of the oral or practical test or does not complete the test, accomplish the following:

- Complete the "FAA Inspector Report" portion of FAA Form 8610-2
- Present the duplicate copy to the applicant as a record of the sections passed or failed
- Return other documents to the applicant, as appropriate

**9. FUTURE ACTIVITIES.** Routine surveillance.





## CHAPTER 24 CERTIFICATE REPAIRMAN/ADDED PRIVILEGES

### Section 1 Background

#### 1. PTRS ACTIVITY CODES

A. *Maintenance*: 3510

B. *Avionics*: 5510

3. **OBJECTIVE.** This chapter provides guidance and describes procedures for certificating applicants for repairman certificates and added privileges.

#### 5. GENERAL

A. Applicants for repairman certification are employed by repair stations, commercial operators, or air carriers. Issuance of a repairman certificate is based on practical experience of at least 18 months or formal training appropriate for the position and to the satisfaction of the Administrator. Applicants must be at least 18 years of age and read, write, speak, and understand English.

(1) According to FAR § 145.41(b), applicants must be at or above the level of shop foreman or department head, or must be able to supervise the work performed by employees of the repair station.

(2) An applicant employed by an air carrier or commercial operator may be assigned to a position requiring at least one of the following:

- Responsibility for the work of a shop or department that performs maintenance
- Authorization to sign the airworthiness release or log entry according to the air carrier's manual
- Performance of inspections required by the air carrier's manual

(3) A repairman employed by an air carrier or commercial operator which also holds a repair station certificate may apply for one certificate if the duties are the same in both operations. AVN-460 will issue one certificate with the same privileges listing each operation in the limitations section. If a repairman is employed at either the operator or the repair station and subsequently wishes to be added to the other, certification will be

handled as for an added privilege.

(4) A repairman employed and certificated by more than one repair station or by more than one operator, where the employers are distinctly different business entities, will need a separate airman certificate for each repair station or operator.

(5) A repairman employed by a repair station using stations at different locations may serve in any station in that system in accordance with FAR § 145.51.

B. For each certificate/rating requested, an applicant should submit the following:

- One copy of FAA Form 8610-2, Airman Certificate and/or Rating Application, with items I through IV completed. Applicants should check the box for Repairman Certificate and indicate the privileges sought.
- A letter of recommendation from the applicant's employer clearly stating that the applicant meets the requirements of FAR §§ 65.101, 145.39, 145.41, and 145.43. The letter should describe the specialized jobs the applicant will perform or supervise as a repairman.

C. Ratings for an applicant employed by an air carrier or repair station should coincide with the specific job for which the person is employed to perform or supervise.

(1) In no instance should a repairman certificate be issued with an airframe and/or powerplant rating to circumvent the process of obtaining a mechanic certificate. If a repairman certificate has been issued with airframe and/or powerplant ratings, request that the airman surrender the certificate. Issue a repairman certificate with the appropriate privileges and limitations.

(2) Repairman certificates should be reserved for applicants having special skills, such as:

- Airframe argon-heliarc welding
- Powerplant cylinder plating
- Airframe nondestructive testing

- Propeller overhaul
- Airframe electrical system analysis and repair. This type of certificate should be reserved for specific systems only, such as flight guidance databus and power distribution.

- Radio and/or instrument. For these repairman certificates, the applicable privileges may be entered as "radio and instrument" or "radio" or "instrument".

## Section 2 Procedures

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS

#### A. Prerequisites

- Knowledge of FAR Parts 43, 65 and 145

B. *Coordination.* This task may require coordination between airworthiness maintenance and avionics inspectors.

### 3. REFERENCES, FORMS, AND JOB AIDS

#### A. References

- Advisory Circular 65-24, Certification of a Repairman (General), as amended

#### B. Forms

- FAA Form 8610-2, Airman Certificate and/or Rating Application
- FAA Form 8060-4, Temporary Airman Certificate

#### C. Job Aids

- Figure 24-1, Temporary Airman Certificate for a Repair Station
- Figure 24-2, Temporary Airman Certificate for an Air Carrier/Commercial Operator

### 5. PROCEDURES

A. *Verify Eligibility.* Ensure the applicant is at least 18 years of age and reads, writes, speaks, and understands English.

#### B. Review the Application and Letter of Recommendation

(1) *Application.* Ensure the applicant checks the box for Repairman Certificate and indicates the privilege(s) sought on the front of FAA Form 8610-2, Airman Certificate and/or Rating Application. Determine that the applicant meets the requirements of FAR Part 65.

**NOTE:** AVN-460 no longer requires that the "Applicant Certification," A or B, on the reverse side of Form 8610-2, be filled out for a Repairman Certificate.

(2) Verify that the Letter of Recommendation contains the following elements:

- A certification that the applicant meets the requirements of the privilege(s)/limitation(s) sought
- A statement recommending the applicant for the privilege(s)/limitation(s) sought

### 7. TASK OUTCOMES

#### A. File PTRS Transmittal Form

B. *Issue Certificate.* When it has been determined that the applicant meets all the requirements for certification, sign the application as approved and complete FAA Form 8060-4, Temporary Airman Certificate, in duplicate.

(1) Check the Airman Information portion of the National Vitals Information Subsystems to determine whether the applicant already possesses a certificate. An applicant seeking added privileges to a specific certificate must surrender the applicable Airman Certificate, FAA Form 8610-2, held at the time of application approval.

(2) Give the applicant a copy of FAA Form 8060-4. Both the applicant and the inspector must sign this form.

(3) Complete the FAA inspector's report portion on the reverse side of FAA Form 8610-2.

(4) Send the original FAA Form 8610-2, the Letter of Recommendation, Airman Certificate (for an added privilege, as applicable) and the original FAA Form 8060-4 to the Airmen Certification Branch, AVN-460, in Oklahoma City.

C. *Deny Certificate.* If the application is disapproved, return it to the applicant with a letter explaining the denial.

## 9. FUTURE ACTIVITIES

A. Review repair station and air carrier records to determine if the scope of the applicant's employment is consistent with the job described in the Letter of Recommendation.

B. Send Airman Certificates surrendered in accordance with FAR § 65.15(c) to the Airmen Certification Branch, AVN-460, with a brief statement relating to the circumstances.

### FIGURE 24-1, TEMPORARY AIRMAN CERTIFICATE FOR A REPAIR STATION

To issue FAA Form 8060-4, Temporary Airman Certificate, for an applicant to work at a repair station, fill out the form as indicated below:

- A. In Item III, type the social security number, or if an exclusive number is requested, type the word "Pending."
- B. In Item IX, type the word "Repairman".
- C. In Item XII, type the following: Certificate privileges of FAR § 65.103 valid for (applicable privileges) while employed by (name of repair station, city, state).
- D. In Item XIII, type the repair station certificate number.

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO.	
ii. <b>TEMPORARY AIRMAN CERTIFICATE</b>							
THIS CERTIFIES THAT IV.							
V.							
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
	IN.						
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of							
RATINGS AND LIMITATIONS							
XII.							
XIII.							
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE						DATE OF SUPERSEDED AIRMAN CERTIFICATE	
BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.	
X. DATE OF ISSUANCE			X. SIGNATURE OF EXAMINER OR INSPECTOR			DATE DESIGNATION EXPIRES	

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

**FIGURE 24-2, TEMPORARY AIRMAN CERTIFICATE  
FOR AN AIR CARRIER/COMMERCIAL OPERATOR  
SINGLY OR COMBINED WITH A REPAIR STATION**

To issue FAA Form 8060-4, Temporary Airman Certificate, for an applicant to work for an air carrier or commercial operator alone or combined with a repair station, fill out the form as indicated below:

- A. In Item III, type the social security number, or if an exclusive number is requested, type the word "Pending."
- B. In Item IX, type the word "Repairman".
- C. In Item XII, type the following: Certificate privileges of FAR § 65.103 valid for (applicable privileges) while employed by (air carrier and/or repair station name, city, state).

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO.	
<b>ii. TEMPORARY AIRMAN CERTIFICATE</b>							
THIS CERTIFIES THAT				IV.  V.			
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of							
RATINGS AND LIMITATIONS  XII.							
XIII.							
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE					DATE OF SUPERSEDED AIRMAN CERTIFICATE		
BY DIRECTION OF THE ADMINISTRATOR						EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.	
X. DATE OF ISSUANCE			X. SIGNATURE OF EXAMINER OR INSPECTOR			DATE DESIGNATION EXPIRES	

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION



## CHAPTER 63 EVALUATE FAR PART 121/135.411(a)(2) COMPANY MANUAL/REVISION

### Section 1 Background

#### I 1. PTRS ACTIVITY CODES

A. *Maintenance*: 3302

B. *Avionics*: 5302

3. **OBJECTIVE.** This chapter provides guidance for evaluating an operator/applicant's company manual or revision to ensure that policies, procedures, and technical criteria meet regulatory requirements.

#### 5. GENERAL

A. A company manual should enable the operator's maintenance and servicing personnel to carry out their duties at a high level of safety. The complexity of the manual will vary with the complexity of the operation. The manual must cover specific items in accordance with the Federal Aviation Regulations, but may include additional items at the discretion of the applicant. A manual is therefore accepted rather than approved.

B. Manual acceptance can be a cause of delay in the certification process.

(1) If the operator/applicant does not have experienced and qualified personnel to prepare an acceptable manual, the use of a consultant may be appropriate. A consultant can be used in an advisory position only.

(2) After the review, the manual must be returned to the operator/applicant with a list of any discrepancies found. The operator/applicant must be informed that final certification will not be completed until discrepancies are corrected. Inspectors should be concerned primarily with ensuring regulatory compliance.

#### 7. REVIEWING OPERATOR/APPLICANT'S MANUAL

A. The manual is an administrative tool used to control and direct personnel. It should define all aspects of the maintenance operation.

(1) The policies and procedures section should address organizational matters.

(2) The maintenance section should address policies and procedures for administering the inspection and maintenance requirements, test flight requirements, and other subjects, as applicable.

B. The manual should include detailed instructions or specific references for accomplishing inspection and maintenance functions. It should also include forms, instructions, and references for recurring non-routine requirements such as engine changes and inspections following abnormal occurrences (hard landings, lightning strikes, severe turbulence, high brake energy stops, etc.).

C. Manufacturers' technical manuals provide instructions for accomplishing specific tasks. These documents also establish methods, technical standards, measurements, and operational test procedures. The policy and procedures section of the operator's manual must describe areas of application for the pertinent technical documents.

D. The following are examples of manual sections and titles:

- General policy and procedures
- Inspection procedures
- Maintenance procedures
- Training
- Wiring
- Parts
- Overhaul
- Structural repair
- Manufacturers or vendors
- Weight and balance control
- Servicing

E. Manuals must be easy to revise and must show the date of last revision on each page. The manuals must have

a page control system showing the number of pages and including the latest revision. The page control system is usually identified as a list of effective pages.

F. The operator/applicant is responsible for ensuring manuals present adequate guidance to meet all regulatory

requirements. The operator/applicant must understand and accept this responsibility early in the certification process.

## Section 2 Procedures

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS

#### A. Prerequisites

- Knowledge of the regulatory requirements of FAR Parts 121 and 135
- Successful completion of the Airworthiness Inspectors Indoctrination String Course

B. *Coordination.* This task requires close coordination with maintenance, avionics, and, in some areas, operations inspectors.

### 3. REFERENCES, FORMS, AND JOB AIDS

#### A. References

- Section 604 of the Federal Aviation Act of 1958, as amended
- FAR Parts 43 and 91
- 49 CFR Part 173

B. *Forms.* None.

C. *Job Aids.* None.

### 5. PROCEDURES

A. *Brief Operator/Applicant.* Provide the operator/applicant with policies and regulatory requirements. Schedule and conduct a preliminary meeting, if necessary.

B. *Review Schedule of Events.* If this task is to be performed as part of an original certification, review the schedule of events to ensure the task can be accomplished according to the schedule.

C. *Evaluate General Manual Requirements.* Ensure

the operator/applicant's policies and procedures manual describes procedures, levels of authority, and information appropriate to FAR Parts 121 or 135, as applicable.

(1) The manual must include a description introducing its philosophy and goals. If it is in more than one volume, the manual must describe the division of contents between the volumes. The manual must also contain a list of effective dates.

(2) Manual revision and distribution procedures to provide current information to all manual holders are required. The manual must include provisions to make it available to maintenance and ground personnel and to furnish a copy to the FAA Certificate Holding District Office.

(3) Significant terms, acronyms or abbreviations unique to the manual must be defined. Common industry terms need not be defined as long as the common meaning is intended. Terms clearly defined in the text need not be included.

(4) The manual must detail requirements for supplemental air carriers and commercial operators to carry the appropriate parts of the manual on the aircraft, if applicable. If manuals are on microfilm, procedures to ensure that readers are aboard the aircraft are required.

D. *Ensure the Manual Contains Required Organizational Elements.* Check for the following:

(1) The names of all management personnel authorized to sign applicable operations specifications and act on behalf of the operator/applicant

(2) Organizational charts. These must include:

- Lines of authority
- Maintenance organization and support structure

(3) Job descriptions for all elements noted above



(4) Procedures for, and a description of, a training program that ensures:

- All personnel, including inspection personnel, are fully informed of procedures and techniques currently in use
- All personnel are competent to perform their duties
- A method of documenting and retaining training records is established

E. *Ensure the Manual Contains Compliance Procedures.* Check for the following:

(1) Procedures to ensure compliance with aircraft weight and balance limitations. These are to include:

- Pre-weighing and weighing requirements
- Necessary equipment
- Standards
- Forms and documents

(2) The operator/applicant's operations specifications, or appropriate extracted information (must retain identity as operations specifications)

(3) Procedures, policies, instructions and controls for the use of the Minimum Equipment List and Configuration Deviation List, if applicable

(4) Procedures, standards, and limits for periodic inspection and calibration of precision tools, measuring devices, and test equipment

F. *Evaluate Manual Contents.* The certificate holder's company manual must describe procedures and provide information appropriate to the applicable Federal Aviation Regulations.

(1) *Manual description.* The inspector must ensure that manual description and procedures meet the requirements of FAR §§ 121.135(a) and 135.23(a).

(2) *Manual revision and distribution procedures.* The certificate holder's manual must describe the revision control procedures and how the distribution of manuals will be controlled (Ref. FAR §§ 121.135(a), (c), and 121.137; §§ 135.21(b) through (g); and 135.23).

(a) Manuals must be easy to revise and have the date of last revision on each page. The manuals must have a page control system that shows the number of pages and ensures the latest revision is included. The page control system is usually identified as a list of effective pages (Ref. FAR §§ 121.135(a) and 135.23).

(b) Manuals must have a distribution system that meets the requirements of FAR §§ 121.137 or 135.21, as appropriate.

(3) *Definitions.* Any terms contained in the manual that are unique to the operator's operation must be defined. (Ref. FAR §§ 121.135(B)(24) and 135.23(r))

(4) *A chart or description of the certificate holder's organization.* The organizational chart must describe, at a minimum, the management personnel and major functions. However, it is recommended that the chart cover the operator's entire organization. (Ref. §§ 121.369(a) and § 135.427(a))

(5) *A list of inspection personnel.* This list must include persons with whom the certificate holder has arranged to perform any of its required inspections, other maintenance, preventive maintenance, or alterations, including a general description of the work. (Ref. FAR §§ 121.369(a) and 135.427(a))

(6) *An inspection program and a program covering other maintenance, preventive maintenance, and alterations.* The program must ensure the following (Ref. FAR §§ 121.369(b) and 135.427(b)):

(a) Maintenance, preventive maintenance, and alterations are performed in accordance with the certificate holder's manual (Ref. FAR §§ 121.367(a) and 135.425(a))

(b) Competent personnel, adequate facilities, and equipment are provided for accomplishing maintenance, preventive maintenance, and alterations (Ref. FAR §§ 121.367(b) and 135.425(b))

(c) Each aircraft released to service is airworthy and properly maintained (Ref. FAR §§ 121.367(c) and 135.425(c))

(7) The manual must include the duties and responsibilities of appropriate members of the ground organization personnel (Ref. FAR §§ 121.135(b)(2) and 135.23(a))

(8) For supplemental air carriers, FAR Part 135 operators, and commercial operators, the manual must

include the duties and responsibilities of management personnel, including the names and addresses of those required by FAR §§ 121.59(c), 121.135(b)(2), and 135.23(a).

(9) The manual is required to include programs that must be followed while performing maintenance, preventive maintenance, and alterations of the certificate holder's aircraft, including airframes, aircraft engines, propellers, rotors, appliances, and emergency equipment (Ref. FAR §§ 121.369(b) and 135.427(b)). These programs must include at least the following:

(a) A method for performing routine and non-routine maintenance (other than required inspections), preventive maintenance, and alterations (FAR §§ 121.369(b)(1) and 135.427(b)(1))

(b) A designation of items of maintenance and alteration that must be inspected (required inspections). The designations should include at least those items which, if maintenance is not performed properly or if improper parts or materials are used, could result in a failure, malfunction, or defect endangering the safe operation of the aircraft (Ref. FAR §§ 121.369(b)(2) and 135.427(b)(2)).

(c) A method of performing required inspections and the occupational title(s) of persons authorized to perform each required inspection (Ref. FAR §§ 121.369(b)(3) and 135.427(b)(3))

(d) Procedures for reinspecting work performed under previous required inspection findings ("buy-back" procedures) (Ref. FAR §§ 121.369(b)(4) and 135.427(b)(4))

(e) Procedures, standards, and limits necessary for required inspections and acceptance or rejection of inspected items (Ref. FAR §§ 121.369(b)(5) and 135.427(b)(5))

(f) Procedures, standards, and limits necessary for periodic inspection and calibration of precision tools, measuring devices, and test equipment (Ref. FAR §§ 121.369(b)(5) and 135.427(b)(5))

(g) Procedures to ensure that all required inspections are performed (Ref. FAR §§ 121.369(b)(5) and 135.427(b)(5))

(h) Instructions to prevent any person who performs work on any item from performing required

inspection of that work (Ref. FAR §§ 121.369(b)(7) and 135.427(b)(7))

(i) Per FAR §§ 121.369(b)(8) and 135.427(b)(8), instructions and procedures to prevent any decision of an inspector regarding a required inspection from being rescinded by persons other than those listed below:

- Supervisory personnel of the inspection unit
- A person at a supervisory level of administrative control who has overall responsibility for the management of both the required inspection functions and the other maintenance, preventive maintenance, and alterations functions

(j) Procedures to ensure that required inspections, maintenance, preventive maintenance, and alterations not completed as a result of employee shift changes or similar work interruptions are properly completed before the aircraft is released to service (Ref. FAR §§ 121.369(b)(9) and 135.427(b)(9))

(k) Instructions and procedures for maintenance, preventive maintenance, and servicing (Ref. FAR §§ 121.135(b)(16) and 135.23(h))

(l) Time limitations or standards for determining time limitations for overhauls, inspections, and checks of airframes, engines, propellers, appliances, and emergency equipment (Ref. FAR §§ 121.135(b)(17) and 135.11(b)(2)(iii))

(m) Procedures for aircraft refueling, elimination of fuel contamination, fire protection (including electrostatic protection), and supervision and protection of passengers during refueling (Ref. FAR §§ 121.135(b)(18) and 135.23(j))

(n) Airworthiness inspections, including instructions covering procedures, standards, responsibilities, and authority of inspection personnel (Ref. FAR §§ 121.369(b)(19) and 121.369(b)(6), (7), and (8); 135.427(b)(6), (7), and (8))

(o) Methods and procedures for maintaining the aircraft's weight and center of gravity within approved limits (Ref. FAR §§ 121.135(b)(20), 121.25(b)(7), 121.45(b)(7), 135.23(b), 135.63(c), and 135.185))

(p) A suitable system, which may include a coded system, providing for preservation and retrieval of information in a manner acceptable to the Administrator and which provides the following (Ref. FAR §§ 121.369(c) and 135.427(c)):

- A description of the work performed or reference to data acceptable to the Administrator
- The name of the person performing the work if the work is performed by a person outside the organization of the certificate holder
- The name or other positive identification of the individual approving the work

(10) References to appropriate Federal Aviation Regulations are required to be in the manual by FAR § 121.135(b)(3). (Not required for Part 135.)

(11) The manual must include training programs to ensure that each person who determines the adequacy of the performance of maintenance and preventive maintenance is competent to perform the necessary duties and is fully informed about procedures, techniques, and new equipment in use. (Ref. §§ 121.375 and 135.433). Applicable training programs should include a training program description, maintenance training requirements, and information about the frequency of training.

(12) Copies of operations specifications, Parts D and E, are normally included in the manual. The operator may decide, however, to insert pertinent excerpts of its operations specifications or reference the operations specifications which must be done in such a manner that they retain their identity as operations specifications (Ref. FAR §§ 121.75(b) and 135.23(c)).

(13) The manual must provide procedures for the reporting and correction of mechanical irregularities. These procedures must address the following:

- (a) The recording of actions in the aircraft maintenance log (Ref. FAR §§ 121.563, 121.701, and 135.65)
- (b) The method of ensuring the aircraft maintenance log is readily accessible to each flight crewmember (Ref. FAR §§ 121.701 and 135.65)
- (c) The Minimum Equipment List (Ref. FAR §§ 121.303(d) and 121.627(b); 135.23(i) and 135.179)
- (d) The Minimum Equipment Lists placard system
- (e) Deferred maintenance

(f) Airworthiness release procedures, or maintenance record entries in the maintenance section of the manual, that include a certification that:

- Work was performed in accordance with the requirements of the manual
- All items required to be inspected were inspected
- No known condition exists that would make the airplane unairworthy
- So far as the work performed is concerned, the airplane is in condition for safe operation

**NOTE: Rather than restate the above requirements each time an airworthiness release is executed, the operator/applicant may provide a statement in the manual that the signature of a properly authorized person constitutes that certification.**

(g) The determination of qualifications and authorization of persons to perform airworthiness releases

(h) Definition of when an airworthiness release is required

(i) The form and manner in which an airworthiness release will be documented

(j) Provision of a copy to the pilot in command

(k) A list of required maintenance-related forms and the requirements for preparation

(l) Distribution of required reports and forms (Ref. FAR §§ 121.703, 121.705, and 121.707; 135.415 and 135.417)

(14) The manual must provide procedures to ensure proper parts and materials are used (Ref. FAR §§ 121.369(b), 121.105, 121.123, and 135.427(b)), including:

- Receiving inspection
- Shelf time
- Preservation of parts
- Parts identification system

- Disposition of failed parts

(15) The manual must provide the specifics of the operator's continuing analysis and surveillance program (Ref. FAR §§ 121.373 and 135.431), including:

- Audit system
- Mechanical performance

(16) Test flight requirements and limitations (FAR § 91.167) are required to be in the manual. These include:

- Items requiring test flight
- Procedures for performing test flight

(17) The manual must include ferry flight limitations and procedures

(18) The manual must provide procedures for the following:

- Reporting the occurrence or detection of each failure, malfunction or defect of mechanical reliability (mechanical reliability reports)
- Reporting each interruption to a flight, unscheduled change of aircraft en route, or unscheduled stop or diversion from a route caused by known or suspected mechanical difficulties (Mechanical Interruption Summary Report)
- Submitting required aircraft and engine utilization reports to the Certificate Holding District Office
- Ensuring all major alteration reports are submitted to the Certificate Holding District Office
- Ensuring reports of major repairs are prepared and retained by the operator (these may be in the form of engineering orders, if the operator/applicant is so structured)

(19) The manual must also contain other procedures, as appropriate (Ref. FAR §§ 121.135(b)(24), 121.369(b)(1), 135.23(r), and 135.427(b)(1)), including:

- Parking aircraft in high winds
- Short-term storage
- Long-term storage
- Seasonal operation
- Removing ice and snow from aircraft
- Towing
- Emergency procedures
- Run-up/taxi personnel authorizations
- Aircraft ground run-up
- Taxiing aircraft
- Ramp signals and procedures
- Jacking, lifting, and hoisting
- Use of landing gear down locks
- Use of external gust locks
- Aircraft cleaning, including materials used for *cleaning and flame-proofing materials after dry cleaning* (Ref. FAR § 43.13)
- Engine change
- Propeller change
- Cylinder change
- Engine and propeller overspeed
- High oil consumption
- Oil leaks
- Engine and propeller troubleshooting
- Oxygen and nitrogen servicing and storage

(20) The manual must include additional maintenance for Category II or Category III operations, if applicable (See Vol. II, Ch. 3)

G. *Analyze Results.* Upon completion of review,

analyze the results and determine whether the operator/applicant's manual meets all requirements.

H. *Debrief Operator/Applicant.* Discuss discrepancies and advise what areas need corrective action.

## 7. TASK OUTCOMES

A. *File PTRS Transmittal Form*

1

B. *Document Task.* File all supporting paperwork in the operator/applicant's office file.

9. **FUTURE ACTIVITIES.** Normal surveillance.



## CHAPTER 68 EVALUATE FAR PART 135 (9 OR LESS) OPERATOR

### Section 1 Background

#### 1. PTRS ACTIVITY CODES

A. *Maintenance*: 3204/3206

B. *Avionics*: 5204/5206

3. **OBJECTIVE.** The purpose of this task is to evaluate the aircraft, facilities, maintenance programs, and records for certification of a FAR Part 135 (9 or less) operator.

5. **GENERAL.** The certification process provides for interaction between the applicant and the FAA from initial inquiry to certificate issuance or denial. The process consists of the following five phases:

- Preapplication Phase
- Formal Application Phase
- Document Compliance Phase
- Demonstration and Inspection Phase
- Certification Phase

A. *Inspection/Maintenance Programs.* Applicants for certification under Part 135, nine-or-less passenger seats, must comply with the requirements of FAR § 135.411(a)(1). This regulation gives them the option of inspecting or maintaining their aircraft under one of the following programs:

(1) A 100 hour/annual as designed by the manufacturer or in accordance with FAR § 91.169(d) or appendix D of FAR Part 43.

(2) An approved aircraft inspection program, in accordance with FAR § 135.419

(3) A continuous airworthiness maintenance program. If such a program is to be used, it must be approved in accordance with Vol. II, Ch. 64.

(4) For large and multiengine turbine powered airplanes, the requirements of FAR §§ 91.169 (e) and

(f). These applicants also may choose to operate under an approved aircraft inspection program as provided for in FAR § 135.419.

B. *Cargo Operations, FAR Part 135 (9 or less).* The requirements of FAR § 91.169(b) only apply to aircraft carrying revenue passengers. The 100 hour inspection for aircraft carrying cargo only is not required.

C. An applicant for operations of aircraft under Part 135 (9 or less) must comply with the additional maintenance requirements of FAR § 135.421 for engines, propellers, rotors, and emergency equipment. An applicant may use either the manufacturer's recommended maintenance requirements or a program approved by the administrator.

D. *Carry-on Oxygen Equipment for Medical Purposes.* The oxygen equipment must be of an approved type and must be under an approved maintenance program if owned by the applicant. The program will be approved for use on operations specifications as an item of emergency equipment.

#### 7. PREAPPLICATION PHASE

A. *Initial Inquiry.* An initial inquiry or request for information regarding certification as a 135 operator (9 or less) may be verbal or in writing.

B. *Preapplication Statement of Intent (PASI).* A Preapplication Statement of Intent should be submitted only after the applicant has reviewed the appropriate regulations and advisory material. The submission of a completed Preapplication Statement of Intent shows intent and prompts the district office to allocate resources.

C. *Certification Team.* The district office will select a certification team, consisting of at least one maintenance inspector, one avionics inspector, and one operations inspector. One of these will be designated as a Certification Project Manager (CPM). The Certification Project Manager will be the primary contact and FAA spokesperson for the certification project.

D. *Preapplication Meeting.* This meeting is an opportunity to discuss with the applicant the next step in the process. Before discussing procedures for continuing the certification process, the team should ensure the applicant understands the regulations and advisory materials. The

applicant should be encouraged to ask questions and to clarify anything not fully understood.

## 9. FORMAL APPLICATION PHASE

**A. Task.** During the Formal Application Phase, the team conducts a cursory review of the application and attachments to determine that all documents have been submitted and are complete. In-depth reviews are conducted during the Document Compliance Phase.

**B. Review Results.** Based on the results of the cursory review of the application and any meetings with the applicant, the Certification Project Manager must accept or reject the application for processing and advise the applicant. In the case of rejection, the Certification Project Manager must return the application and attachments with an explanation as to why the application was found unacceptable.

**11. DOCUMENT COMPLIANCE.** During this phase, the formal application and other documents supplied by the applicant will be reviewed. The application will be accompanied by the following documents:

- General operating manual (if applicable)
- Initial compliance statement
- Proving flight plan (if applicable)

- Any other document appropriate for the particular type of operation to be conducted

## 13. DEMONSTRATION AND INSPECTION PHASE.

In this phase, the certification team determines the effectiveness of the applicant's proposed procedures and programs. The team ensures facilities and equipment are satisfactory and emphasizes compliance with regulations and safe operating practices. Throughout this phase, the Certification Project Manager must ensure that each aspect of the required demonstration is observed and either accepted or denied.

**15. CERTIFICATION PHASE.** An applicant is entitled to a certificate when:

- The certification process is completed
- Each significant unsatisfactory item has been corrected
- The applicant has met all regulatory requirements
- It has been determined the applicant is capable of complying with the Federal Aviation Regulations
- The applicant's ability to conduct operations in a safe manner has been demonstrated

## Section 2 Procedures

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS

#### A. Prerequisites

- Knowledge of the regulatory requirements of FAR Part 135
- Successful completion of the Airworthiness Inspectors Indoctrination String Course
- Previous experience with Part 135 (9 or less) certification and surveillance

**B. Coordination.** This task requires coordination between Maintenance, Avionics, and Operations inspectors.

### 3. REFERENCES, FORMS, AND JOB AIDS

#### A. References

- FAR Parts 43, 65, and 91
- AC 20-42, Hand Fire Extinguishers for Use in Aircraft, as amended
- AC 39-7, Airworthiness Directives for General Aviation Aircraft, as amended
- AC 43.9, Maintenance Records, as amended
- AC 120-27, Weight and Balance Programs, as amended



- AC 135-3, Air Taxi Certification, as amended
- AC 135-10, Approved Aircraft Inspection Program, as amended

#### B. Forms

- FAA Form 8400-6, Preapplication Statement of Intent
- FAA Form 8400-8, Operations Specifications
- FAA Form 8430-18, Air Carrier Certificate
- FAA Form 8430-21, Operating Certificate

#### C. Job Aids. None.

### 5. PROCEDURES

A. *Advise The Applicant of the Process for Certification of an Air Carrier (9 or less) and of Federal Aviation Regulation Requirements.* Provide the following:

- A Preapplication Statement of Intent
- Advisory Circular 135.3, Air Taxi Certification, as amended

#### B. *Review the Preapplication Statement of Intent For Content, Completeness, and Acceptability*

(1) If the Preapplication Statement of Intent is unacceptable, inform the applicant of the discrepancies in writing. A new Preapplication Statement of Intent will be required to continue the certification process.

(2) If the Preapplication Statement of Intent is acceptable, check the action box and forward a copy to the regional office.

(3) The district office assigned to the project should contact AVN-120 to acquire a precertification number.

C. *Schedule a Precertification Meeting With the Applicant.* Assure that key personnel from the applicant's organization and all certification team members will be in attendance.

#### D. *Conduct the Precertification Meeting*

(1) Review the Preapplication Statement of Intent with the applicant to ensure that the information is current. If necessary, instruct the applicant to resubmit the Preapplication Statement of Intent.

(2) Ensure the applicant understands the applicable regulations. Advise the applicant to become familiar with the Federal Aviation Regulations and pertinent advisory circulars.

(3) Ensure the applicant and key personnel understand the certification process.

(4) Advise the applicant that the FAA will not issue a certificate until proof of Department of Transportation economic authority or DOT 298 exemption is provided.

**NOTE: If at any time during the preapplication phase the applicant formally terminates certification efforts, return the Preapplication Statement of Intent to the applicant and notify the regional office and AVN-120.**

E. *Receive the Formal Application and Accompanying Documentation.* These may include the following:

- A manual (as required)
- An initial compliance statement
- Operations specifications
- Schedule for proving flights (as required)
- Training curriculum
- Minimum Equipment List (MEL) (as required)
- Any other documents required by the certification team

#### F. *Schedule and Conduct the Formal Application Meeting*

(1) The certification team will review the application form, the initial compliance statement, and the schedule for proving flights with the applicant and key personnel from the organization.

(2) Resolve any open questions and obtain missing information.

## CHAPTER 163 CERTIFICATE FAR PART 145 FOREIGN REPAIR STATION/ADDED RATING

### Section 1 Background

#### 1. PTRS ACTIVITY CODES

A. *Maintenance*: 3230

B. *Avionics*: 5230

3. **OBJECTIVE.** This chapter describes the process used to evaluate an applicant for certification of a foreign repair station or added rating.

5. **THE CERTIFICATION PROCESS.** The certification process provides for interaction between the applicant and the FAA from initial inquiry to certificate issuance or denial. It ensures programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, and tested. The certification process consists of five phases:

- Preapplication Phase
- Formal Application Phase
- Document Compliance Phase
- Demonstration and Inspection Phase
- Certification Phase

**NOTE:** For the purposes of this chapter, "district office" refers to the office performing the certification, to include International Field Offices, as applicable.

#### A. *Preapplication Phase*

(1) *Preapplication Statement of Intent (PASI) FAA Form 8400-6*

(a) The PASI will be used by the Manager, Flight Standards Division or designee to evaluate the complexity of the proposed operation. This allows the establishment of the certification team to be based on the complexity of the certification. A Certification Project Manager (CPM) will be designated as the principal spokesperson for the FAA during certification.

(b) An applicant should conduct a thorough review of the appropriate regulations and advisory material to provide guidance for personnel, facility, equipment, and documentation requirements. As a result of this review, the applicant must address, in the PASI, how these requirements will be met.

**NOTE:** Submittal of the PASI by the applicant shows an intent to initiate the certification process.

(2) *Preapplication Meeting.* The preapplication meeting should be held in the district office. This will allow the applicant to become familiar with the FAA personnel with whom they will be working.

(3) *Application for Repair Station Certificate and/or Rating, FAA Form 8310-3.* During the preapplication meeting the applicant should be instructed on how to complete the application.

(4) *Formal application attachments.* During the preapplication meeting requirements for the application attachments should be discussed. This discussion should include the following:

(a) *Inspection Procedures Manual.* The applicant should be encouraged to use Advisory Circular 145-3, Guide for Developing and Evaluating Repair Station Inspection Procedures Manuals, as amended, for guidance in developing the manual. The manual should allow the user to understand its content without further explanation and must not contradict any regulatory requirements.

**NOTE:** It is the applicant's responsibility to develop manuals and procedures that ensure safe operating practices and compliance with the rules. The team can offer suggestions for improvement but must not "write" the material.

(b) *Compliance statement.* The compliance statement will ensure that all applicable regulatory requirements are addressed during the certification process. This is done by listing each applicable FAR Part 145 section with a brief narrative or specific reference to a manual/document that describes how the applicant will comply with the regulation.

(2) Forward one copy of the report to the regional office for review.

## 7. TASK OUTCOMES

### A. *File PTRS Transmittal Form*

B. Completion of this task results in one of the following:

- Issuance of a certificate and operations specifications (See Vol. II, Ch. 84)
- A letter to the applicant indicating denial of the certificate
- A letter to the applicant confirming termination of the certification process by the applicant

## 9. FUTURE ACTIVITIES

A. *Transition.* The district office manager must ensure an orderly transition from the certification process to certificate management.

B. *Post-Certification Surveillance.* Assigned inspectors should carefully observe the operator during the first 90 days of operation. Additional inspections may be necessary to determine that operating practices are performed as required.

(1) Particular attention should be directed to areas that may not have been demonstrated or observed during certification, such as cargo and passenger loading.

(2) The inspector may detect a need for changes in the methods, techniques, operation, inspection, and/or maintenance during this early period of operation.



## CHAPTER 78 PROCESS FAR PART 121/135.411(a)(2) OPERATOR AIRCRAFT/ENGINE UTILIZATION REPORT

### Section 1 Background

#### 1. PTRS ACTIVITY CODES

A. *Maintenance:* 3321

B. *Avionics:* 5321

3. **OBJECTIVE.** This chapter describes the procedures necessary to process an operator's monthly engine utilization report as required by FAR §§ 121.705 and 135.417.

#### 5. GENERAL

A. The monthly engine utilization report provides the Aircraft Maintenance Division, AFS-300, and Air Transportation Branch, AFS-330, with a record of certain statistics on carriers operating under FAR Parts 121 and 135. These records are used in planning, directing, controlling, and evaluating assigned programs.

(1) The responsibility for completing and submitting the report rests with the assigned inspector. The in-

spector must obtain the needed data under the authority contained in FAR §§ 121.81, 121.705, 135.73, and 135.417.

(2) This report must be in Washington, DC, by the 15th of each month. To ensure processing requirements are fulfilled, the data should be received from the operator no later than the 7th of each month.

B. The National Safety Data Branch (AVN-120) reviews the reports received from district offices to ensure the data is properly prepared for Automatic Data Processing (ADP). AVN-120 will review all computer-prepared reports to assure they are complete and accurate.

C. AVN-120 issues the "Aircraft Utilization and Propulsion Reliability Report." Distribution of the report shall be in accordance with the established mailing list it contains.

D. *Utilization Report Improvements.* Correspondence concerning the improvement of the utilization report system and significant problems found in using this system should be addressed to Air Transportation Branch, AFS-330.

### Section 2 Procedures

#### 1. PREREQUISITES AND COORDINATION REQUIREMENTS

##### A. *Prerequisites*

- Knowledge of regulatory requirements of FAR Parts 121 and 135
- Successful completion of the Airworthiness Inspectors Indoctrination Course

B. *Coordination.* This task requires coordination between the responsible inspector and the operator to ensure timely submission of data.

#### 3. REFERENCES, FORMS, AND JOB AIDS

A. *References.* None.

##### B. *Forms*

- AC Form 8320-1

##### C. *Job Aids*

- Figure 78-1, Daily Utilization Calculations

#### 5. PROCEDURES

A. *Prepare Report.* Each month the assigned inspector shall obtain from the air carrier(s) the information to complete the monthly engine utilization report. The report is to be typewritten and submitted on AC Form 8320-1. The following information must be completed:

(1) Operator Designation: Enter in this block the operator's four-character maintenance designator

(2) Month/Year

(3) Operator name

(4) Operator's certificate number

(5) Inspector's name

(6) Region/district office

(7) Aircraft manufacturer: The one to two number designator for the manufacturer (code contained on back of Form 8320-1)

(8) Aircraft Model: See type certificate data sheets for model designation

(9) Number of aircraft: Those authorized for revenue service by approved operations specifications/aircraft listing

(10) Engine manufacturer: A one to four character abbreviation for the engine manufacturer, Ref. Order 8010.2, (code contained on back of Form 8320-1)

(11) Engine model: See type certificate data sheets for model designation

(12) Number of engine shutdowns: The number of engine shutdowns for cause, not to include training, demonstrations, or flight check purposes

(13) Number of engine removals: Engines removed prematurely due to mechanical malfunctions, not to include engines removed for company convenience

(14) Time between overhauls (TBO)

(15) Hot section inspection time

**NOTE: If times are controlled by maintenance program, enter type of program, i.e. Condition Monitoring (CON MON), Logical Information Based on Reliability (LIBRA), etc.**

(16) Type of operation. Use the following:

- A - Domestic and/or Flag
- B - Supplemental/Scheduled cargo

• C - Scheduled intrastate

• G - Commuter

(17) Aircraft total hours: Fleet flight hours for each model to the nearest whole hour

(18) Hours per Day

(a) To calculate daily utilization, divide total aircraft fleet hours by the number that results from multiplying the total number of aircraft by the total number of days in the month. See Figure 78-1, Daily Utilization Calculations.

(b) If aircraft are added or deleted from the fleet during the reporting month, count only the days that the aircraft were on the operations specifications or aircraft listing. See Figure 78-1.

**NOTE: Enter the Aircraft Total Hours to the nearest whole hour.**

(19) Engine total hours: Number of engines per aircraft times Aircraft Total Hours

(20) Remarks: Inspector's remarks and comments, e.g. type of engine program and revisions, TBO/Hot Section Inspection Time revisions, deletion and addition of aircraft to operations specifications, including date and N-number, etc.

#### B. Submit Report

(1) Submit the original report to the National Safety Branch, AVN-120, Federal Aviation Administration, P.O. Box 25082, Oklahoma City, OK 73125.

(2) Submit a copy to the Manager, Air Transportation Branch, AFS-330, Federal Aviation Administration, 800 Independence Ave, SW., Washington DC 20591.

### 7. TASK OUTCOMES

#### A. File PTRS Transmittal Form

B. Document Task. File a copy in the Certificate Holding District Office file.

### 9. FUTURE ACTIVITIES. Normal surveillance.

**FIGURE 78-1**  
**DAILY UTILIZATION CALCULATIONS**

(a) To calculate daily utilization, divide total aircraft fleet hours by the number that results from multiplying the total number of aircraft by the total number of days in the month.

<u>No. AC</u>	<u>Days in Month</u>	<u>AC Total Hours</u>	<u>Daily Utilization</u>
10	31	1615	5.2

$$10 \times 31 = 310 \text{ AC days}$$

$$1615/310 = 5.2 \text{ Daily Utilization}$$

(b) If aircraft are added or deleted from the fleet during the reporting month, count only the days that the aircraft were on the operations specifications or aircraft listing.

<u>No AC</u>	<u>Days in Month</u>	<u>AC Total Hours</u>	<u>Daily Utilization</u>
10	31	1615	5.2
1	15 (On op/sp)	75	

$$10 \times 31 = 310 + 15 = 325 \text{ AC days}$$

$$1615 + 75 = 1690 \text{ AC Total Hours}$$

$$1690/325 = 5.2 \text{ Daily Utilization}$$





## CHAPTER 162 CERTIFICATE FAR PART 145 DOMESTIC REPAIR STATION/SATELLITE STATION

### Section 1 Background

#### 1. PTRS ACTIVITY CODES

A. *Maintenance*: 3230

B. *Avionics*: 5230

3. **OBJECTIVE.** This chapter describes the process used to evaluate an applicant for certification of a domestic or satellite repair station.

5. **THE CERTIFICATION PROCESS.** This process provides for interaction between the applicant and the FAA from initial inquiry to certificate issuance or denial. It ensures programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, and tested. The certification process consists of five phases:

- Preapplication Phase
- Formal Application Phase
- Document Compliance Phase
- Demonstration and Inspection Phase
- Certification Phase

#### A. *Preapplication Phase*

(1) *Preapplication Statement of Intent (PASI)*, FAA Form 8400-6

(a) The PASI will be used by the Manager, Flight Standards Division or designee to evaluate the complexity of the proposed operation. This allows the establishment of the certification team to be based on the complexity of the certification. A Certification Project Manager (CPM) will be designated as the principal spokesperson for the FAA during certification.

(b) An applicant should conduct a thorough review of the appropriate regulations and advisory material to provide guidance for personnel, facility, equipment, and documentation requirements. As a result of this review, the applicant must address, in the PASI, how these requirements will be met.

**NOTE:** Submittal of the PASI by the applicant shows an intent to initiate the certification process.

(2) *Preapplication Meeting.* The preapplication meeting should be held in the district office. This will allow the applicant to become familiar with the FAA personnel with whom they will be working.

(3) *Application for Repair Station Certificate and/or Rating, FAA Form 8310-3.* During the preapplication meeting the applicant should be instructed on how to complete the application.

(4) *Formal Application Attachments.* During the preapplication meeting requirements for the application attachments should be discussed. This discussion should include the following:

(a) *Inspection Procedures Manual.* The applicant should be encouraged to use Advisory Circular 145-3, Guide for Developing and Evaluating Repair Station Inspection Procedures Manuals, as amended, for guidance in developing the manual. The manual should allow the user to understand its content without further explanation and must not contradict any regulatory requirements.

**NOTE:** It is the applicant's responsibility to develop manuals and procedures that ensure safe operating practices and compliance with the rules. The team can offer suggestions for improvement but must not "write" the material.

(b) *Compliance statement.* The compliance statement will ensure that all applicable regulatory requirements are addressed during the certification process. This is done by listing each applicable FAR Part 145 section with a brief narrative or specific reference to a manual/document that describes how the applicant will comply with the regulation.

**NOTE:** If the Inspection Procedures manual references sections of the applicant's existing company Quality Control manual there must be a corresponding cross reference list. This list must reference the FAR sections to corresponding manual pages and can be used in place of a compliance statement.

**B. Formal Application Phase.** To begin the Formal Application Phase the team will receive the application, and attachments. As a rule, the team will meet with the applicant after receiving the formal application package. All questions about the proposed operation, the formal application, and attachments should be resolved at this time. The meeting should consist of the certification team members and all key management personnel from the applicant's organization.

**C. Document Compliance Phase.** In this phase, the application is thoroughly reviewed for approval or disapproval and the manual and related attachments are reviewed for acceptance or rejection. This review ensures both conformity to the applicable regulations and safe operating practices. This phase is done in the district office by the certification team.

**D. Demonstration and Inspection Phase.** In this phase the certification team ensures that the applicant's proposed procedures are effective and that facilities and equipment meet regulatory requirements. The Certification Project Manager must decide if demonstrations will be required.

**E. Certification Phase.** Once the applicant meets the regulatory requirements of FAR Part 145, the certification team will issue the repair station certificate and operations specifications with the appropriate ratings.

**7. SPECIALIZED SERVICE RATINGS.** An applicant may request a Specialized Service Rating, e.g., emergency equipment, non-destructive testing, welding, altimeter/pitot static testing, etc. The repair station's operations specifications must contain the military or civilian specification used in performing the specialized service. This specification must be current and approved by the Administrator.

## **9. WORK PERFORMED AWAY FROM THE STATION/SATELLITE STATIONS**

### **A. Work Performed Away from the Station**

(1) A station may perform work at a place other than its fixed location by moving facilities, material, equipment and technical personnel to perform specific maintenance functions such as the following:

- Testing of altimeter systems
- Non-Destructive Testing (NDT)

- Responding to special circumstances, such as an aircraft on the ground (AOG) at an isolated airport requiring repairs to allow it to be flown safely to the operator's main base or to a repair station

**NOTE: Continuous operation at a permanent facility other than the station's fixed location must not occur.**

(2) Procedures for performing and inspecting this work must be included in the repair station manual. The certificate holder must perform the work in the same manner as when performed at the parent facility, to include using:

- All necessary personnel
- All required technical data
- All required materials
- All required equipment

**NOTE: The address shown on the repair station's certificate is considered the station's fixed location. Any other fixed location must be certificated as a satellite station.**

### **B. Satellite Facilities**

(1) A domestic repair station may request certification of satellite facilities only within the United States or its possessions. If certification is sought outside this area, that facility is considered a foreign repair station and must be certificated as such, per Vol. II, Ch. 163.

(2) A parent facility requests a satellite certificate to ensure control over the inspection procedures at these facilities and locations. Though the parent facility is establishing and ensuring this control, each satellite must satisfy all requirements of FAR Part 145 for each rating sought.

(3) The precertification number of a satellite facility coincides with the parent repair station number. Advise AVN-120 (Aviation Standards National Field Office) that a satellite repair station number is required.

(4) A repair station may cross-utilize personnel anywhere in its system, as long as:

- Personnel are identified on the station roster

- The repairman's certificate shows the parent station certificate number

(5) Each satellite repair station is to be considered a stand-alone operation with the district office nearest the location of the satellite having jurisdiction over that facility.

(a) The district office having jurisdiction over the parent facility shall certificate the satellite only if the physical location falls within its geographic control.

(b) Any district office that has certificated a satellite in another district's geographic area of responsibility shall coordinate and cause transfer of the responsibility for that operation to the appropriate office at the earliest opportunity.

(6) Any differences of opinion and/or position relating to the inspection procedures of satellite repair stations and the parent repair station shall be resolved by negotiation between the responsible district offices.

## Section 2 Procedures

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS

#### A. Prerequisites

- Knowledge of the regulatory requirements of FAR Part 145
- Successful completion of the Airworthiness Inspectors Indoctrination String Course
- Previous experience with certification or surveillance of FAR Part 145 Repair Stations

B. *Coordination.* This task requires coordination among airworthiness inspectors. Regional coordination may be required.

### 3. REFERENCES, FORMS, AND JOB AIDS

#### A. References

- FAR Parts 43, 45, 65, 121, and 125
- Advisory Circular 145-3, Guide for Developing and Evaluating Repair Station Inspection Procedures Manuals, as amended
- SFAR 36
- Order 8300.10, Airworthiness Inspector's Handbook, Vol. 2, Chs. 161, 164, and 165

#### B. Forms

- FAA Form 8000-4, Air Agency Certificate
- FAA Form 8000-4-1, Repair Station Operations Specifications
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8310-3, Application for Repair Station Certificate and/or Rating
- FAA Form 8400-6, Preapplication Statement of Intent (PASI)
- FAA Form 8610-2, Airman Certificate and/or Rating Application, if applicable
- AC Form 8300-10, Certificate, Authorization, or Designation Action Request

#### C. Job Aids. None.

### 5. PREAPPLICATION PHASE

#### A. Respond to Initial Inquiry

(1) Discuss with the applicant the following subjects, to include:

(a) The necessary technical expertise required by the applicant's proposed organization, to include the following:

- Aviation-related experience
- Proposed organizational structure

- Knowledge of the specific maintenance functions to be performed

(b) The rating required for the type of work to be accomplished

(c) The requirements for sufficient personnel to meet the demands of the proposed repair station. This includes at least one certificated person with appropriate ratings that coincide with the ratings sought.

(d) Facility requirements for the ratings sought, to include:

- The need for climate-controlled conditions
- The size of the facility
- Appropriate test equipment
- Special tools, etc.

(e) The necessity of having current technical data available prior to certification. Technical data will include the following:

- Federal Aviation Regulations
- Airworthiness Directives
- Type certificate data sheets, if applicable
- Advisory Circulars, as required
- Processes, e.g., maintenance processes
- Manufacturer's service manuals, instructions, and Service Bulletins

**NOTE: Appliance manufacturer's maintenance manuals or instructions, though not specifically approved by the FAA, are considered to be in compliance with FAR §§ 43.7, 65.95, 121.379(b), 135.437(b), and 145.51.**

(2) Furnish a PASI to the applicant with instructions to complete and submit it to the district office in whose area the parent facility is located.

**B. Initiate Certification Process.** Upon receipt of a completed and signed PASI, the district office must accomplish the following:

(1) For a satellite certification coordinate with Certificate Holding District Office of the parent repair station

(2) Coordinate with the district office manager/designee to determine the control of the following:

- Supervision of the certification process
- Makeup of the certification team

(3) The designated certification team will process the PASI as follows:

(a) Obtain a precertification number from AVN-120

(b) Check the "Information only" block and enter the date the PASI was forwarded to the region

(c) In the Remarks section, enter "Proceeding with formal certification" and show the precertification or final certificate number

(d) Forward one copy of the PASI to the Manager, Flight Standards Division. Retain the original in the district office.

(4) The Certification Project Manager will contact the applicant to arrange a preapplication meeting.

**C. Conduct Preapplication Meeting.** Meet with the applicant to discuss questions, if any, concerning the certification process, regulatory requirements, the formal application and attachments, etc. Accomplish the following during the meeting(s):

(1) Discuss the regulations applicable to the proposed maintenance operation

(2) Provide the applicant with the following material:

- A copy of Advisory Circular 145-3, Guide for Developing and Evaluating Repair Station Inspection Procedures Manuals, as amended
- A copy of FAA Form 8310-3, Application for Repair Station Certificate and/or Rating
- Copies of FAA Form 8610-2 Repairman Application, if applicable

(3) Inform the applicant that a formal application package for a domestic repair station certificate must contain the following material:

- A completed FAA Form 8310-3
- Two copies of the Inspection Procedures Manual
- Two copies of contracted functions to be performed for the repair station, as applicable
- A letter requesting the application be processed and indicating when facilities and equipment will be ready for formal inspection
- A letter of compliance
- An application for repairman certificate and letter of recommendation, if applicable
- If a Limited Rating is requested, the make and model of the particular item(s) to be maintained and the nature of the work to be performed
- If approval of a Class 2 Propeller Rating or a Class 1, 2, or 3 Accessory Rating is being sought, a list, by type or make, of the propeller or accessory

## 7. FORMAL APPLICATION PHASE

A. *Receive the Formal Application.* Ensure that all documents have been submitted and are complete.

B. *Evaluate Application Package.* Based on the initial survey of the application package a decision must be made whether to continue with the certification process.

C. *Conduct Application Meeting.* Any open questions concerning the package must be answered before proceeding to the next phase. This should be done in the most effective way possible, e.g., meetings or correspondence.

## 9. DOCUMENT COMPLIANCE PHASE

A. *Review Application Package.* Review the content of each submitted document for regulatory compliance. The documents to be reviewed include:

- A completed FAA Form 8310-3
- Inspection Procedures Manual (ref Vol. II, Ch. 164)
- The contracted functions to be performed for the repair station, if applicable
- The letter of compliance
- Application for repairman certificate and letter of recommendation, if applicable
- The list of makes and models of the particular item(s) to be maintained and the nature of the work to be performed for any Limited Ratings
- The list, by type or make, of the of the propeller or accessory to worked on for a Class 2 Propeller Rating or a Class 1, 2, or 3 Accessory Rating

B. *Document Deficiencies.* If deficiencies are found in any document, return it to the applicant with a letter outlining the deficient areas. Inform the applicant that the certification process will not continue until all deficiencies are resolved.

## 11. DEMONSTRATION AND INSPECTION PHASE

A. *Coordinate and Schedule Inspection.* Coordination is required between the Certification Project Manager, team members, and the applicant.

B. *Perform Housing and Facility Inspection.* During the Demonstration and Inspection Phase, inspect repair station facilities to ensure that work being done is protected from weather elements, dust, and heat. Ensure that workers are protected to the point that the quality of their work will not be impaired (ref Vol. II, Ch. 165). In addition, inspect the following:

(1) The inspection system, refer to Vol. II, Ch. 164, to ensure:

- Employees are familiar with and are capable of performing their assigned duties
- Facilities are capable of supporting manual procedures

(2) Maintenance recordkeeping system to ensure compliance with FAR § 145.61.

(3) The system for reporting serious defects or unairworthy conditions to ensure compliance with FAR § 145.63.

C. *Evaluate Maintenance Organization.* Ensure the following:

(1) The number of personnel is sufficient to satisfy the volume and type of work to be performed, as required by FAR § 145.39

(2) Individuals directly in charge of a maintenance functions are appropriately certificated

(3) A personnel roster is available and includes all supervisory and inspection personnel

(4) Supervisory and inspection personnel employment summaries are available

D. *Analyze Deficiencies*

(1) If deficiencies are noted, notify the applicant in writing. If appropriate, meet with the applicant to review deficiencies in detail.

(2) Corrective action must be taken and the Certification Project Manager notified in writing, by the applicant, in order for the certification process to continue. Each deficiency and corrective action must be fully documented and recorded in the certification file.

### 13. CERTIFICATION PHASE

A. *Prepare Certificates.* When the applicant has met all regulatory requirements, the Certification Project Manager will accomplish the following:

(1) Complete blocks 6-9 of FAA Form 8310-3, to show:

- Findings and recommendations
- Any remark or discrepancy noted during inspection
- Date of inspection
- Office and signature of Certification Project Manager

(2) Prepare FAA Form 8000-4, Air Agency Certificate, which shall be signed by the district office manager

(3) Prepare FAA Form 8000-4-1, Repair Station Operations Specifications. The operations specifications, showing the limitations to be issued, shall be signed by the appropriate maintenance or avionics inspector. These limitations may be listed on separate operations specifications pages.

**NOTE: The Air Agency Certificate and operations specifications for a satellite repair station will be issued by the district office in which the satellite is located. A copy will be forwarded to the Certificate Holding District Office of the parent organization.**

(4) If applicable, issue FAA Form 8060-4, Temporary Airman Certificate, with appropriate ratings

B. *Prepare Certification Report.* Ensure a certification report is prepared. The report must include the name and title of each inspector on the certification team. The report is signed by the Certification Project Manager and contains at least the following:

- A copy of the PASI
- The completed FAA Form 8310-3
- The compliance statement
- A copy of the Air Agency Certificate issued
- A copy of the issued operations specifications
- A copy of any Temporary Airman Certificate issued
- A summary of all discrepancies encountered during the inspection

### 15. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. Completion of this task will result in one of the following:

- Issuance of a certificate and operations specifications
- A letter to the applicant indicating the certificate is denied
- A letter to the applicant confirming termination of the certification process by the applicant

C. *Distribute Certification Report.* Distribute the completed report as follows:

- Retain the original certification report in the district office
- Forward one copy of the certificate report, certificate, and operations specifications to all involved district and regional offices

D. *Document Task.* File all supporting paperwork in the certificate holder/applicant's office file.

17. **FUTURE ACTIVITIES.** The district office must ensure there is an orderly transition from the certification process to certificate management.

C. *Distribute Certification Report.* Distribute the completed report as follows:

- Retain the original certification report in the district office
- Forward one copy of the certificate report, certificate, and operations specifications to all involved district and regional offices

D. *Document Task.* File all supporting paperwork in the certificate holder/applicant's office file.

**17. FUTURE ACTIVITIES.** The district office must ensure there is an orderly transition from the certification process to certificate management.



(3) If the applicant cannot meet the regulatory requirements, the formal application and accompanying documents reject and return them to the applicant. A letter must accompany this package listing the reasons for the rejection.

G. *Review Documents Submitted By the Applicant.* Ensure each document complies with regulations. If deficiencies are found in any of the documents, send the applicant a letter outlining the deficient areas.

**NOTE:** The team members should remember that it is the responsibility of the applicant to develop manuals and procedures. The team can offer suggestions on how to improve the product but should avoid "writing" the document.

H. *Observe Demonstrations and Conduct Inspections*

(1) Ensure the following are acceptable:

- Station facilities (equipment, procedures, and personnel), if applicable
- Recordkeeping procedures (documentation of training, flight and duty times, flight papers, etc.), as required
- Flight control (dispatch, flight following, or flight locating capabilities)
- Inspection and maintenance program procedures
- Maintenance activities (facilities, personnel, technical information, spare parts, etc.), as required
- Weight and balance control (procedures, accuracy, and document control)
- Aircraft (conformity, maintenance records, etc.)
- Minimum Equipment List
- Aircraft proving tests (ability of applicant to operate independently, safely, and in compliance with the applicable Federal Aviation Regulations), if required

- Any other documents, procedures, facilities, and/or events appropriate for the type of operation to be conducted

(2) Inform the applicant of any deficiencies noted. Advise the applicant that corrective action will be required to continue the certification process.

I. *Prepare the Certificate.* When the applicant has met all certification requirements, fill out the certificate with the following information:

- Certificate holder's name
- Certificate holder's address (post office box not acceptable)
- Certificate number (obtain from AVN-120)
- Effective date
- District office designator
- Signature and title of district office manager

J. *Issue Operations Specifications, as Appropriate.* Operations specifications must be signed by the applicant or authorized member of the organization and the appropriate principle inspector. Give the original certificate and the operations specifications to the certificate holder.

K. *Establish the Certificate Holding District Office (CHDO) File For the Certificate Holder*

(1) Include the following information in the file:

- The Preapplication Statement of Intent
- The completed application form
- Final compliance statement
- Proving test evaluation report (if required)
- A copy of operations specifications
- A copy of the certificate
- A report by each team member, summarizing evaluations and observations from each phase of the certification process

**NOTE:** If the Inspection Procedures manual references sections of the applicant's existing company Quality Control manual there must be a corresponding cross reference list. This list references the FAR sections to corresponding manual pages and can be used in place of a compliance statement.

(c) *Additional certification information and data requirements.* The foreign repair station must submit the following additional information and data for original certification:

- A letter stating the reasons for requesting foreign repair station certification
- Two copies of a suitably bound brochure including all of the requirements listed in FAR § 145.11
- Evidence that the prescribed fees, per FAR Part 187 Appendix A, have been paid
- If available, a copy of the repair station certificate issued by the country where the station is located

(d) *Additional certification renewal information and data requirements.* The foreign repair station, when applying to the district office, must submit the following additional information and data for certificate renewal:

- Records of work on U.S. aircraft/components since last certificate was issued
- Evidence that the prescribed fees, per FAR Part 187 Appendix A, have been paid

(5) *Personnel certificate requirements*

(a) Personnel requirements for foreign repair stations differ from domestic requirements in that airman certificates are not required for supervisory or inspection positions.

(b) If no certificate is held from either the U.S. or the country where the station is located, the determination of performance qualifications is made by using oral or practical tests, or any method acceptable to the Administrator.

(6) *Supervisory and final inspection personnel requirements.* Personnel qualifications for supervisory and final inspection personnel include the following:

(a) The ability to understand the following:

- Applicable FAA regulatory requirements
- FAA Airworthiness Directives
- Maintenance and service instructions for the items to be worked on
- U.S. type certificate data sheets

(b) The ability to read, write, and understand English

B. *Formal Application Phase.* To begin the Formal Application Phase the team will receive the application, and attachments. As a rule, the team will meet with the applicant after receiving the formal application package. All questions about the proposed operation, the formal application, and attachments should be resolved at this time. The meeting should consist of the certification team members and all key management personnel from the applicant's organization.

C. *Document Compliance Phase.* In this phase, the application is thoroughly reviewed for approval or disapproval and the manual and related attachments are reviewed for acceptance or rejection. This review ensures both conformity to the applicable regulations and safe operating practices. This phase is done in the district office by the certification team.

D. *Demonstration and Inspection Phase.* In this phase the certification team ensures that the applicant's proposed procedures are effective and that facilities and equipment meet regulatory requirements. The Certification Project Manager must decide if demonstrations will be required.

E. *Certification Phase*

(1) Once the applicant meets the regulatory requirements of FAR Part 145, the certification team will issue the repair station certificate and operations specifications with the appropriate ratings.

(2) *Certificate Durations.* Foreign repair station certificates expire 12 months after initial certification. A certificate can be renewed for up to 24 months if:

- The repair station meets regulatory requirements for renewal
- The application is submitted prior to the certificate expiration date

## 7. SPECIAL AUTHORIZATIONS/SPECIALIZED SERVICE RATINGS

A. *Special Authorizations.* U.S. air carriers at times encounter a need for maintenance at stations where the frequency and scope of that maintenance does not warrant staffing and equipping the station for its accomplishment. This situation may be further complicated by prohibition against U.S. mechanics working in foreign countries by the government of those countries.

(1) To provide these services while reducing the administrative effort of the FAA and industry, procedures were developed to certificate these activities for specific contracted air carriers. This certificate may be issued to a foreign air carrier, manufacturer, or other maintenance organization in accordance with FAR Part 145, Subpart C.

(2) If similar work is already being done at a remote location on like equipment and meets the conditions for contractual work as described in this chapter, the existing operations specifications can be issued/amended without further demonstration of ability or submittal of an application.

B. *Specialized Service Ratings.* An applicant may request a Specialized Service Rating, e.g., emergency equipment, non-destructive testing, welding, aircraft static testing for radio shops, etc. The repair station's operations specifications must contain the military or civilian specification used in performing the specialized service.

This specification must be industry current and approved by the Administrator.

## 9. WORK PERFORMED AWAY FROM STATION WITHIN THE COUNTRY OF LOCATION

A. A station may perform work at a place other than its fixed location by moving facilities, material, equipment and technical personnel to perform specific maintenance functions such as the following:

- Testing of altimeter systems
- Non-Destructive Testing (NDT)
- Responding to special circumstances, such as an aircraft on the ground (AOG) at an isolated airport requiring repairs to allow it to be flown safely to the operator's main base or to a repair station

**NOTE:** Continuous operation at a permanent facility other than the station's fixed location must not occur.

B. Procedures for performing and inspecting this work must be included in the repair station manual. The certificate holder must perform the work in the same manner as when performed at the parent facility, to include using:

- All necessary personnel
- All required technical data
- All required materials
- All required equipment

**NOTE:** The address shown on the repair station's certificate is considered the station's fixed location.

## Section 2 Procedures

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS

#### A. Prerequisites

- Knowledge of the regulatory requirements of FAR Part 145
- Successful completion of the Airworthiness Inspectors Indoctrination String Course

- Previous experience with certification or surveillance of FAR Part 145 Foreign Repair Stations

#### B. Coordination. This task requires coordination among

- Certification team members
- Regional and district offices, as appropriate

- U.S. Embassy and the Foreign Civil Air Authority (FCAA) of the country involved

### 3. REFERENCES, FORMS, AND JOB AIDS

#### A. References

- FAR Parts 43, 45, 121, 125, and 187
- Advisory Circular 145-3, Guide for Developing and Evaluating Repair Station Inspection Procedures Manuals, as amended
- Order 8300.10, Airworthiness Inspector's Handbook, Vol. II, Chs. 161, 164, and 165

#### B. Forms

- FAA Form 8000-4, Air Agency Certificate
- FAA Form 8000-4-1, Repair Station Operations Specifications
- FAA Form 8310-3, Application for Repair Station Certificate and/or Rating
- FAA Form 8400-6, Preapplication Statement of Intent (PASI)
- AC Form 8300-10, Certificate, Authorization, or Designation Action Request

#### C. Job Aids. None.

### 5. PREAPPLICATION PHASE

#### A. Respond to Initial Inquiry

(1) Discuss with the applicant the following subjects, to include:

(a) The necessary technical expertise required by the applicant's proposed organization, to include the following:

- Aviation-related experience
- Proposed organizational structure
- Knowledge of the specific maintenance functions to be performed

(b) The ratings required for the type of work to be accomplished

(c) The requirements for sufficient personnel to meet the demands of the proposed repair station

(d) Facility requirements for the ratings sought, to include:

- The need for climate-controlled conditions
- The size of the facility
- Appropriate test equipment
- Special tools, etc.

(e) The necessity of having current technical data available prior to certification. Technical data will include the following:

- Federal Aviation Regulations
- Airworthiness Directives
- Type Certificate data sheets, if applicable
- Advisory Circulars, as required
- Processes, e.g., maintenance processes
- Manufacturer's approved service manuals, instructions, and Service Bulletins

**NOTE: Appliance manufacturer's maintenance manuals or instructions, though not specifically approved by the FAA, are considered to be in compliance with FAR §§ 43.7, 65.95, 121.379(b), 135.437(b), and 145.51.**

#### B. Review Request for Validity

(1) Instruct the applicant to complete and submit both a letter stating the reasons for opening a repair station and two copies of a suitably bound brochure. The brochure must include the following:

- A physical description of the facilities
- Photographs of the facilities
- A description of the proposed inspection system with an organizational chart

- A list, including names and titles, of all managing and supervisory personnel
- A list of services obtained under contract, if any, with the names of each contractor and the types of service provided

(2) Upon receipt of the letter and brochure, the district office must accomplish the following:

(a) Coordinate with the regional office to determine if the request for repair station is valid, per FAR § 145.71 and 145.73

(b) Coordinate with the Foreign Civil Air Authority of the country involved to determine acceptability of certification

(3) If the request is deemed invalid, stop the process at this point and notify applicant.

(4) If the request is deemed valid:

(a) Furnish a PASI to the applicant with instructions to complete and submit it to the district office in whose area the parent facility is located.

(b) Instruct the applicant to submit proof of payment of the fees prescribed by FAR Part 187

(c) Coordinate with the U.S. Embassy in the country involved

#### C. Initiate Certification Process

(1) Upon submittal of the PASI, the district office must do the following:

(a) Forward one copy of the PASI to the Manager, Flight Standards Division. Retain the original in the district office.

(b) Coordinate with the Manager, Flight Standards Division or designee to decide the control of the following:

- Supervision of the certification process
- Makeup of the certification team

(2) The designated certification team will process the PASI as follows:

(a) Obtain a precertification number from AVN-120. A final certificate number may be requested instead of a precertification number.

(b) Check the "Information only" block on the PASI and enter the date the PASI was forwarded to the Manager, Flight Standards Division

(c) In the Remarks section, enter "Proceeding with formal certification" and show the precertification or final certificate number

(3) The Certification Project Manager will contact the applicant to arrange a preapplication meeting.

D. *Conduct Preapplication Meeting.* Meet with the applicant to discuss questions, if any, concerning the certification process, regulatory requirements, the formal application and attachments, etc. Accomplish the following during the meeting(s):

(1) Discuss the regulations applicable to the proposed maintenance operation

(2) Provide the applicant with the following material:

- A copy of Advisory Circular 145-3, Guide for Developing and Evaluating Repair Station Inspection Procedures Manuals
- A copy of FAA Form 8310-3, Application for Repair Station Certificate and/or Rating

(3) Inform the applicant that a formal application package for a foreign repair station certificate must contain the following material:

- (a) A completed FAA Form 8310-3
- (b) Two copies of the Inspection Procedures Manual
- (c) A letter of compliance
- (d) For approval of a Class 2 Propeller Rating or a Class 1, 2, or 3 Accessory Rating, two copies of a list, by type or make, of the propeller or accessory

#### 7. FORMAL APPLICATION PHASE

A. *Receive the Formal Application.* Ensure that all documents have been submitted and are complete.

*B. Evaluate Application Package.* Based on the initial survey of the application package, a decision must be made whether to continue with the certification process.

*C. Conduct Application Meeting.* Any open questions concerning the package must be answered before proceeding to the next phase. This should be done in the most effective way possible, e.g., meetings or correspondence.

## 9. DOCUMENT COMPLIANCE PHASE

*A. Review Application Package.* Review the content of each submitted document for regulatory compliance. The documents to be reviewed include:

- A completed FAA Form 8310-3
- Inspection Procedures Manual (see Vol. II, Ch. 164)
- The letter of compliance
- The list, by type or make, of the of the propeller or accessory to worked on for a Class 2 Propeller Rating or a Class 1, 2, or 3 Accessory Rating

*B. Document Deficiencies.* If deficiencies are found in any document, return it to the applicant with a letter outlining the deficient areas. Inform the applicant that the certification process will not continue until all deficiencies are resolved. If the certification process is stopped, the involved U.S. embassy, Foreign Civil Air Authority, and Manager, Flight Standards Division must be informed.

## 11. DEMONSTRATION AND INSPECTION PHASE

*A. Perform Housing and Facility Inspection.* During the Demonstration and Inspection Phase, inspect repair station facilities to ensure that work being done is protected from weather elements, dust, and heat. Ensure that workers are protected to the point that the quality of their work will not be impaired (see Vol. II, Ch. 165). Additionally, inspect the following:

- (1) The inspection system, refer to Vol. II, Ch. 164, to ensure:
  - Employees are familiar with and capable of performing their assigned duties

- Facilities can support manual procedures

(2) Maintenance recordkeeping system, to ensure compliance with FAR § 145.79

(3) The system for reporting serious defects or unair-worthy conditions, to ensure compliance with FAR § 145.79

*B. Evaluate the Maintenance Organization.* Ensure that the number of personnel is sufficient to satisfy the volume and type of work to be performed, as required by FAR § 145.75.

### C. Analyze Deficiencies

(1) If deficiencies are noted, notify the applicant in writing. If appropriate, meet with the applicant to review deficiencies in detail.

(2) Corrective action must be taken and the Certification Project Manager notified in writing, by the applicant, in order for the certification process to continue. Each deficiency and corrective action must be fully documented and recorded in the certification file.

## 13. CERTIFICATION PHASE

*A. Prepare Certificates.* When the applicant has met all regulatory requirements, the Certification Project Manager will accomplish the following:

(1) Complete blocks 6-9 of FAA Form 8310-3, to show:

- Findings and recommendations
- Any remark or discrepancy noted during inspection.
- Date of inspection
- Office and signature of Certification Project Manager

(2) Prepare FAA Form 8000-4, Air Agency Certificate, which shall be signed by the district office manager

(3) Prepare FAA Form 8000-4-1, Repair Station Operations Specifications. The operations specifications showing the limitations to be issued shall be signed by the appropriate maintenance or avionics inspector. These limitations may be listed on separate operations specifications pages.

**NOTE:** If applicable, the FAR Part 145 certificate should not exceed the ratings and limitations of the repair station certificate issued by the country where the station is located.

B. *Prepare the Certification Report.* Ensure a certification report is prepared. The report must include the name and title of each inspector on the certification team. The report is signed by the Certification Project Manager and contains at least the following documentation:

- A copy of the PASI
- The completed FAA Form 8310-3
- The compliance statement
- A copy of the Air Agency Certificate issued
- A copy of the issued Operations Specifications

## 15. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. Completion of this task will result in the following:

(1) For a successful certification:

(a) Issuance of a certificate and operations specifications

(b) Notification of issuance to the following:

- Applicant

- U.S. Embassy in the country involved
- Foreign Civil Air Authority of the country involved

(2) For an unsuccessful certification, due to either applicant termination or the failing of inspection, letters describing the situation to the following:

- Applicant
- Regional office
- U.S. Embassy in the country involved
- Foreign Civil Air Authority of the country involved

C. *Distribute the Certification Report.* Distribute the completed report as follows:

- Retain the original certification report in the district office
- Forward a copy of the certification report to the Manager, Flight Standards Division

## 17. FUTURE ACTIVITIES

A. *Transfer of Activities.* The district office must ensure there is an orderly transition from the certification process to certificate management.

B. *Surveillance Scheduling.* When certification is complete, surveillance scheduling must be done for certificate renewal.

**NOTE:** If applicable, the FAR Part 145 certificate should not exceed the ratings and limitations of the repair station certificate issued by the country where the station is located.

B. *Prepare the Certification Report.* Ensure a certification report is prepared. The report must include the name and title of each inspector on the certification team. The report is signed by the Certification Project Manager and contains at least the following documentation:

- A copy of the PASI
- The completed FAA Form 8310-3
- The compliance statement
- A copy of the Air Agency Certificate issued
- A copy of the issued Operations Specifications

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- Foreign Civil Air Authority of the country involved

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- Applicant
- Regional office
- U.S. Embassy in the country involved
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- Retain the original certification report in the district office
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## 17. FUTURE ACTIVITIES

A. *Transfer of Activities.* The district office must ensure there is an orderly transition from the certification process to certificate management.

B. *Surveillance Scheduling.* When certification is complete, surveillance scheduling must be done for certificate renewal.



**[CHAPTERS 189 THROUGH 194 RESERVED]**



## CHAPTER 202 DESIGNATE/RENEW DESIGNATED MECHANIC EXAMINER (DME) OR DESIGNATED PARACHUTE RIGGER EXAMINER (DPRE)

### Section 1 Background

#### 1. PTRS ACTIVITY CODES

- *Maintenance: 3522/3524*

**3. OBJECTIVE.** This chapter provides procedures for the issuance, renewal, and cancellation of certificates for Designated Mechanic Examiners (DME) or Designated Parachute Rigger Examiners (DPRE).

#### 5. GENERAL

A. *Authority.* FAR Part 183 provides for Designated Mechanic Examiners and Designated Parachute Rigger Examiners. FAA Order 8610.4, Aviation Mechanic Examiner Handbook, as amended, describes the procedures for designation and renewal of the Designated Mechanic Examiner. FAA Order 8610.5, Parachute Rigger Examiner Handbook, as amended, describes the procedures for designation and renewal of the Designated Parachute Rigger Examiner.

B. An examiner will be required to conduct oral and practical tests within the guidelines provided by the FAA. The examiner must understand the authority and limitations of the designation.

**NOTE:** The district office must establish a need on the part of the public for each designation issued or renewed.

#### 7. ELIGIBILITY

A. Applicants for Designated Mechanic Examiner or Designated Parachute Rigger Examiner certificates must have the following qualifications:

- Be at least 23 years old
- Show evidence of a high level of knowledge in the subjects required by FAR Part 65 for the certification of mechanics or parachute riggers
- Have available a fixed base of operation equipped to test each subject area for the ratings authorized

B. An applicant should be personally known by inspectors of the designating district office as a person with a reputation for honesty and dependability. If this is not the case, the applicant may be recommended in writing by an FAA inspector personally acquainted with the applicant's work, standards, and integrity for at least one year.

C. An applicant for a Designated Mechanic Examiner certificate must have held a mechanic certificate for at least five years. The applicant's mechanic certificate and rating(s) must correspond to the examiner designation(s) sought.

(1) The applicant must have actively exercised the privileges of the mechanic certificate for the three years immediately prior to the issuance of the examiner designation.

(2) When eligible persons are not available for designation, the five year requirement may be reduced to three years if the applicant meets all other requirements and possesses above average technical qualifications.

D. The applicant for a Designated Parachute Rigger Examiner certificate must have held a master parachute rigger certificate for at least two years. The applicant must have actively exercised the privileges of the rigger certificate for at least the two years immediately prior to issuance of the examiner designation.

#### 9. ORIENTATION AND STANDARDIZATION

A. Candidates for initial designation must successfully complete a Maintenance Airman Examiner Standardization Course prior to the issuance of the designation.

(1) Inspectors who have never held a Designated Mechanic Examiner certificate should attend the Maintenance Airman Examiner Standardization Course at the first opportunity.

(2) The regional Flight Standards Division Manager may authorize the designation pending successful completion of the first available course.

B. Examiners must successfully complete a Maintenance Airman Examiner Standardization Recurrent Course every other year or their designations will be cancelled.

(1) The district office must schedule each examiner for the course once every two years at the time of renewal. If necessary, the supervising district office may extend the two year recurrent training requirement.

(2) FAA Airworthiness Inspectors are expected to attend the course(s) with their assigned examiners.

**11. FIXED BASE OF OPERATION.** Each examiner must have available a fixed base of operation equipped to exercise the authority of the designation.

A. The equipment and materials provided must be adequate for an airman applicant to demonstrate the knowledge and skills required for the rating sought. Equipment and materials may be evaluated by selecting random projects in each subject area from the oral and practical test guide. If the examiner cannot test in each subject area or if the range of possible projects in any subject area is too restrictive, the examiner's equipment and materials will be considered inadequate.

B. Airworthy aircraft, other aircraft, aircraft subassemblies, operational mockups, and other aids may be used for testing airman applicants.

C. Tools, equipment, materials, and necessary apparatus required to complete a project assignment must be the type recommended by aircraft manufacturers or accepted in the aviation industry.

D. The examiner will be required by the designating district office to report any significant change in the equipment or materials available to test applicants.

### 13. PRIVILEGES AND LIMITATIONS

A. A designated examiner is authorized to do the following:

- Accept applications and conduct oral and practical tests appropriate to the examiner's Certificate of Authority
- Charge a reasonable fee for services and materials. The amount of the fee and the conditions required for passing the tests should be clearly understood.

- Issue initial/original FAA Form 8060-4, Temporary Airman Certificate, unless otherwise directed by the designating district office

B. A designated examiner shall NOT do the following:

- Conduct tests at locations other than the base of operations, unless authorized by the supervising FAA district office
- Conduct or monitor any portion of FAA airman written tests while also conducting the oral/practical tests, unless authorized in writing by the district office
- Endorse, amend, alter, or issue any permanent airman certificate
- Reissue an expired temporary airman certificate
- Conduct oral and practical tests simultaneously with more than two applicants unless authorized by the FAA district office
- Combine teaching with testing of an applicant
- Conduct oral and practical tests without proof of the applicant's eligibility as required by FAR Part 65

C. Designated Mechanic Examiners wanting to administer oral and practical tests outside the geographical area of their designating district office must first accomplish the following:

- Request permission in writing from both the designating district office and the office(s) where the tests will be conducted
- Provide these offices with written notification of the date(s) and address(es) of the testing site(s)
- Make the request so that the designating district office has sufficient time to evaluate the proposal
- Provide evidence to the receiving district office that the temporary test site has adequate facilities, equipment, and materials for testing applicants for the ratings sought

D. When permission is granted for an examiner to administer oral and practical tests in the area of jurisdiction

of another district office, the examiner then comes under the jurisdiction of that office. Certification files must be submitted to the jurisdictional district office. Requests for testing outside the designated mechanic examiner's regional geographic area will be denied.

## 15. RENEWAL

A. All designations expire on October 31 every year. The designation will be renewed when the district office determines the need for the designation still exists and the examiner meets the requirements for renewal.

B. An annual meeting of designated examiners shall be held by each district office to discuss examiner procedures and problems. This meeting may be held in conjunction with the Biennial Maintenance Airman Examiner Standardization Course conducted by AVN-144.

C. A renewal file presented by the designee must include a FAA Form 8430-9, Certificate of Authority, and a record of all oral and practical tests conducted since the issuance or last renewal of designation.

## 17. VOLUNTARY SURRENDER OR CANCELLATION OF DESIGNATION

A. Voluntary surrender of an examiner's designation shall be treated as a cancellation.

B. Designations may be cancelled for the following reasons:

- The examiner no longer meets the requirements for designation
- The need for an examiner's services no longer exists
- There is evidence of malpractice or fraud
- The examiner needs constant and/or continuing assistance and guidance in order to comply with procedures and the requirements of the Federal Aviation Regulations
- The examiner shows inability to work well with applicants and/or FAA personnel
- FAA policy changes affect the examiner program
- The examiner does not attend or does not successfully complete a Maintenance Airman Examiner Standardization course required as a condition of renewal
- The supervising FAA district office determines that cancellation is appropriate (FAR § 183.15(d)(6))

**NOTE:** District offices should keep in mind that a cancellation of designation may be contested. Therefore, documentation of substandard performance, lack of need, or other reason for cancellation should be established prior to taking this action.

## Section 2 Procedures

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS

#### A. Prerequisites

- Knowledge of FAR Parts 65 and 183

B. *Coordination.* This task may require coordination with AVN-144.

### 3. REFERENCES, FORMS AND JOB AIDS

#### A. References

- FAR Parts 1, 21, 39, 43, and 91
- FAA Order 8610.4, Aviation Mechanic Examiner Handbook, as amended
- FAA Order 8610.5, Parachute Rigger Examiner Handbook, as amended

#### B. Forms

- FAA Form 8000-5, Certificate of Designation
- FAA Form 8110-14, Statement of Qualification

- FAA Form 8430-9, Certificate of Authority

C. *Job Aids.* None.

## 5. PROCEDURES

A. *Ensure the Applicant Meets the Qualifications for the Designation Sought*

B. *Determine Need for Initial/Continuing Designations.* Evaluate the following:

- Public need for the designation
- Number of requests for the service received by the district office
- Activity levels of current designees

C. *Treat All Former Designees as Original Designations.* If the former designee has not turned in the superseded Certificate of Authority, ensure that it is returned and destroyed. Contact AVN-144 to determine whether the former designee must retake the initial course.

## 7. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. Complete FAA Form 8300-10, Certificate, Authorization, or Designation Action Request. Forward the original to AVN-144 and a copy to the Regional Office.

C. *Issue Designation.* Designees who are judged to be qualified should be asked to complete FAA Form 8110-14, Statement of Qualification. Designation numbers will be the same as their respective mechanic or master parachute rigger certificate numbers.

(1) The designee and the issuing inspector should each sign FAA Form 8430-9, Certificate of Authority.

Enter the jurisdictional district office number on the reverse side.

**NOTE:** All designations expire on October 31 of each year. Those made in October will expire the following year.

(2) Issue FAA Form 8000-5, Certificate of Designation. This certificate may be issued for display purposes.

(3) An examiner may be designated to serve outside the United States, provided such designation will serve U. S. citizens abroad and the examiner's activities can be properly supervised by the designating FAA office. Certification limitations may be placed on the examiner as provided by current FAA policy regarding certification of airmen outside the United States.

## 9. FUTURE ACTIVITIES

A. Provide examiners with the publications necessary to perform their duties.

B. *Cancellation or Voluntary Surrender of Examiner Designation.* Treat voluntary surrender as a cancellation. When cancellation becomes necessary, notify the designee in writing. Request surrender of FAA Form 8430-9, Certificate of Authority, and return of all supplies and documents furnished by the FAA.

(1) If the cancellation is based on deficient performance or the actions of the examiner, give the examiner an opportunity to discuss the problems with the district office. Ensure the items for proof are maintained in a file for future reference.

(2) Notify the examiner that cancellation is effective upon receipt of the written notice. The letter of cancellation may also contain a statement thanking the examiner for services rendered.

(3) Unless the supervising district office decides otherwise, allow the examiner to retain FAA Form 8000-5, Certificate of Designation.

## CHAPTER 235 INTRODUCTION TO AVIONICS

**1. GENERAL.** Avionics inspectors have the primary responsibility for airworthiness program functions that involve avionics equipment and systems. The duties listed below are functions that require the specific expertise and experience related to the avionics specialty.

A. The primary avionics duties, responsibilities, and functions, based on the applicable Air Transport Association (ATA) chapter coding system, include the evaluation/monitoring/inspection of the following equipment and systems:

- (1) Autopilots
- (2) Communications
- (3) Electrical power
- (4) Instruments
- (5) Lights
- (6) Navigation
- (7) Engine indicating

B. The secondary avionics duties, responsibilities, and functions, based on the applicable ATA chapter coding system, includes the evaluation/monitoring/inspection of the following equipment and systems:

- (1) Fire protection/detection
- (2) Flight control logic system - indicating
- (3) Fuel/Fuel system - indicating
- (4) Ice and rain protection: Pitot - static, Antennas - radome, Detection
- (5) Landing gear: Position and warning, Anti skid - electronics,
- (6) Airborne aux power indicating
- (7) Door warnings
- (8) Rotors indicating
- (9) Powerplant electrical harness
- (10) Engine fuel and control indicating
- (11) Ignition electrical power supply
- (12) Air indicating
- (13) Oil indicating

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- (2) Flight control logic system - indicating
- (3) Fuel/Fuel system - indicating
- (4) Ice and rain protection: Pitot - static, Antennas - radome, Detection
- (5) Landing gear: Position and warning, Anti skid - electronics,
- (6) Airborne aux power indicating
- (7) Door warnings
- (8) Rotors indicating
- (9) Powerplant electrical harness
- (10) Engine fuel and control indicating
- (11) Ignition electrical power supply
- (12) Air indicating
- (13) Oil indicating



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## CHAPTER 25 MONITOR AN AIR SHOW/AIR RACE

### Section 1 Background

#### 1. PTRS ACTIVITY CODES

A. *Maintenance*: 3685

B. *Avionics*: 5685

3. **OBJECTIVE.** This chapter describes the process of monitoring aircraft authorized to participate in an air show or air race to ensure regulatory compliance and the highest possible standard of safety.

#### 5. GENERAL

A. *Air Show/Air Race Surveillance.* General aviation airworthiness inspectors will participate in the surveillance of air shows and/or races in close coordination with operations inspectors. The airworthiness inspector's primary functions are to ensure the continued airworthiness of participating aircraft and to monitor the safety practices of participating individuals.

(1) Since this is primarily an operations function, the airworthiness inspector's responsibilities are limited to the following:

- Review of the aircraft records to ensure the state of inspection is current

- Examination of the general condition of the aircraft

- Examination of the packing records of main and auxiliary/emergency parachutes to determine the status of inspection and overall condition

(2) While the show sponsor is responsible for crowd control, inspectors should keep in mind the safety of the spectators. Any safety-related deficiencies shall immediately be brought to the attention of the show/race monitor.

#### B. *Aircraft Used in Parachute Operations*

(1) Aircraft engaged in sport parachuting operations must be operated in accordance with the rules prescribed in FAR Part 91. Additionally, large aircraft may be subject to the applicability of FAR Part 125.

(2) Aircraft involved in parachute jumping operations may have been modified to accommodate the jumpers. Such modifications require documentation of approval by the FAA.

C. *Special Situations.* For a large or complex event the regional office may supplement these procedures to cover unique situations. Inspectors should contact the Flight Standards Division of the appropriate region for further guidance.

### Section 2 Procedures

#### 1. PREREQUISITES AND COORDINATION REQUIREMENTS

##### A. *Prerequisites*

- Knowledge of the regulatory requirements of FAR Parts 43, 65, and 91
- Completion of the Airworthiness Inspector's Indoctrination String Course

B. *Coordination.* This task requires coordination with operations inspectors.

#### 3. REFERENCES, FORMS, AND JOB AIDS

##### A. *References*

- FAR Parts 1, 61, 103, 105, and 125
- Advisory Circular 105, Sport Parachute Jumping, as amended
- Advisory Circular 91, Waivers: Aviation Events, as amended
- Advisory Circular 103, The Ultralight Vehicle, as amended
- Advisory Circular 125, Operations of Large Airplanes Subject to FAR Part 125, as amended

B. *Forms*

- FAA Form 7711-1, Certificate of Waiver or Authorization

C. *Job Aids.* None.

## 5. PROCEDURES

A. *Review Certificate of Waiver or Authorization.* Review FAA Form 7711-1 to determine the type of aircraft involved in the activity.

B. *Attend the Pre-Show Briefing.* Discuss any requirements regarding scheduling, inspection of the air show/air race aircraft, and related activities.

C. *Inspect Participating Aircraft*

(1) Review the aircraft records to ensure the following:

- The state of inspection is current
- Modifications made to aircraft to accommodate sport parachutists have documentation of field approval by the FAA, or a Supplemental Type Certificate (STC)

(2) Inspect the aircraft for the following:

- The aircraft's general condition
- Modifications that may have been made for the accommodation of sport parachute jumping
- Current status of operating limitations for door removal, if applicable. Consult Advisory Circular 105, Sport Parachute Jumping, as amended, for a list of aircraft that have been flight-tested for operating limitations with the door removed.

- Airworthiness certificates, registration certificates, and operating limitations, as appropriate

D. *Inspect Parachutists' Equipment.* Inspect parachutists' equipment to ensure the following:

(1) The main parachute has been packed within the previous 120 days

(2) The auxiliary parachute has been packed by a certificated and appropriately rated rigger

(3) The equipment has been manufactured under a type certificate or technical standard order, or is a personnel-carrying military parachute

(4) The auxiliary parachute has been packed by a certificated person within the time requirements prescribed by FAR § 105.43

(5) The certificated parachute rigger's seal has been properly installed

(6) The parachute packs and harness are in good condition

E. *Brief Air Show/Air Race Inspector-in-Charge.* Bring any safety-related deficiencies to the immediate attention of the operations inspector in charge of monitoring the air show/air race.

F. *Perform Supplemental Procedures, As Required.* Contact the Flight Standards Division of the appropriate region for further guidance, as appropriate.

## 7. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. *Document Task.* Coordinate all supporting paperwork with the operations inspector in charge of monitoring the air show/air race.

## 9. FUTURE ACTIVITIES. None.

B. *Forms*

- FAA Form 7711-1, Certificate of Waiver or Authorization

C. *Job Aids.* None.

## 5. PROCEDURES

A. *Review Certificate of Waiver or Authorization.* Review FAA Form 7711-1 to determine the type of aircraft involved in the activity.

B. *Attend the Pre-Show Briefing.* Discuss any requirements regarding scheduling, inspection of the air show/air race aircraft, and related activities.

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(4) The auxiliary parachute has been packed by a certificated person within the time requirements prescribed by FAR § 105.43

(5) The certificated parachute rigger's seal has been properly installed

(6) The parachute packs and harness are in good condition

E. *Brief Air Show/Air Race Inspector-in-Charge.* Bring any safety-related deficiencies to the immediate attention of the operations inspector in charge of monitoring the air show/air race.

F. *Perform Supplemental Procedures, As Required.* Contact the Flight Standards Division of the appropriate region for further guidance, as appropriate.

## 7. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. *Document Task.* Coordinate all supporting paperwork with the operations inspector in charge of monitoring the air show/air race.

## 9. FUTURE ACTIVITIES. None.



## CHAPTER 1 FAR PART 91 COMPARISON CHART

**1. CHANGES TO FAR PART 91.** Effective August 18, 1990, the numeration of FAR Part 91 changes. This revision reorganizes and realigns the general operating and flight rules. This change will affect all references to FAR Part 91.

*A. Effects of Changes.* The recodification of FAR Part 91 is just that: a renumbering. The substance of FAR Part 91 has not changed. Therefore, there is no need for FAR Part 91 operators to resubmit previously approved programs if the only purpose in doing so would be to adopt the new numbering system.

(1) *Example.* For FAR Part 91 inspection programs, FAA inspectors should inform their operators that an acceptable procedure would be to place a cover letter in front of the inspection program with a statement explaining which regulation the program is now under.

(2) The operator also has the option of changing the references to the revised FAR Part 91 numbering system.

*B. FAR Part 91 Job Aid.* On the following pages, this chapter provides a chart delineating the old and new FAR Part 91 references.

**Comparison of Current Part 91 and Revised Part 91**

<b>MATERIALS IN OLD SECTIONS</b>	<b>MOVES TO NEW SECTIONS</b>
<b>SUBPART A - General</b>	
§91.1 Applicability	§91.1 and §91.703
§91.2 Certificate of authorization for certain Category II operations	§91.193
§91.3 Responsibility & authority of the pilot in command	Unchanged
§91.4 Pilot in command of aircraft requiring more than one pilot	§91.5
§91.5 Preflight Action	§91.103
§91.6 Category II and III operations: General operating rules	§91.189
§91.7 Flight crewmembers at stations	§91.105
§91.8 Prohibition against interference with crewmembers	§91.11
§91.9 Careless or reckless operation	§91.13
§91.10 Careless or reckless operation other than for the purpose of air navigation	§91.13
§91.11 Alcohol and drugs	§91.17
§91.12 Carriage of narcotic drug, marijuana, depressant or stimulant drugs or substances	§91.19
§91.13 Dropping objects	§91.15
§91.14 Use of safety belts and shoulder harnesses	§91.107
§91.15 Parachutes and parachuting	§91.307
§91.17 Towing: Gliders	§91.309
§91.18 Towing: Other than under §91.17	§91.311
§91.19 Portable electronic devices	§91.21

<b>MATERIALS IN OLD SECTIONS</b>	<b>MOVES TO NEW SECTIONS</b>
§91.20 Operations within the North Atlantic Minimum Navigation Performance Specifications Airspace	§91.705
§91.21 Flight instruction: Simulated instrument flight and certain flight tests	§91.109
§91.22 Fuel requirements for flight under VFR	§91.151
§91.23 Fuel requirements flight in IFR conditions	§91.167
§91.24 ATC transponder and altitude reporting equipment use	§91.215
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§91.26 Traffic alert and collision avoidance system equipment and use	§91.221
§91.27 Civil aircraft: Certifications required	§91.203
§91.28 Special flight authorizations for foreign civil aircraft	§91.715
§91.29 Civil aircraft airworthiness	§91.7
§91.30 Inoperable instruments and equipment for multiengine aircraft	§91.213

**Part 91 Revisions Continued**

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§91.31 Civil aircraft flight manual, marking, and placard requirements	§91.9
§91.32 Supplemental oxygen	§91.211
§91.33 Powered civil aircraft with standard category U.S. airworthiness certificates: Instrument and equipment requirements	§91.205
§91.34 Category II manual	§91.191
§91.35 Flight recorders and cockpit voice recorders	§91.609
§91.36 Data correspondence between automatically reported pressure altitude data and the pilot's altitude reference	§91.217
§91.37 Transport category civil airplane weight limitations	§91.605
§91.38 Increased maximum certificated weights for certain airplanes operating in Alaska	§91.323
§91.39 Restricted category civil aircraft: Operating limitations	§91.313
§91.40 Limited category civil aircraft: Operating limitations	§91.315
§91.41 Provisionally certificated civil aircraft: Operation limitation	§91.317
§91.42 Aircraft having experimental certificates: Operating limitations	§91.319
§91.43 Special rules for foreign civil aircraft	§91.711
§91.45 Authorization for ferry flights with one engine inoperative	§91.611
§91.47 Emergency exits for airplanes carrying passengers for hire	§91.607
§91.49 Aural speed warning device	§91.603
§91.50 Reserved	Deleted

MATERIALS IN OLD SECTIONS	MOVES TO NEW SECTIONS
§91.51 Altitude altering system or device: turbojet powered civil airplanes	§91.219
§91.52 Emergency locator transmitter	§91.207
§91.53 Reserved	Deleted
§91.54 Truth in leasing clause requirement in leases and conditional sales contracts	§91.23
§91.55 Civil aircraft sonic boom	§91.817
§91.56 Agricultural and firefighting airplanes: noise operating limitations	§91.815
§91.57 Aviation Safety Reporting Program: Prohibition against using reports for enforcement purposes	§91.25
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<b>MATERIALS IN OLD SECTIONS</b>	<b>MOVES TO NEW SECTIONS</b>
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§91.111 None	
§91.113 None	
<b>(Instrument Flight Rules)</b>	
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<b>MATERIALS IN OLD SECTIONS</b>	<b>MOVES TO NEW SECTIONS</b>
§91.116 Takeoff and landing under IFR	§91.175
§91.117 Reserved	Deleted
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§91.207 None	Deleted
§91.209 Operating in icing	§91.527
§91.211 Flight engineer requirements	§91.529
§91.213 Second-in-command requirements	§91.531
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§91.302 Part 125 operators: Designation of applicable regulations	§91.803
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§91.307 Service to small communities exemption: two-engine, subsonic airplanes	§91.811

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§91.203 Carriage of cargo	§91.525
§91.205 Transport category airplane weight limitations	Deleted
§91.207 None	Deleted
§91.209 Operating in icing	§91.527
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## APPENDIX 2

### INSPECTOR FEEDBACK

Information Currency. AFS-370, Technical Standards Branch, has developed a revision process to ensure that the information contained in this handbook is correct and current. Any comments regarding content, whether to point out deficiencies or suggest improvements, should be directed to AFS-370. The branch will review all comments and amend the handbook as appropriate. A job aid for suggesting changes is provided on the following page for your convenience. If an issue requires immediate clarification, please feel free to phone AFS-370, but please also fill out the job aid. Your feedback is important to the success of this document.



## INSPECTOR FEEDBACK SHEET

**Subject:** Order 8300.10, Airworthiness Inspector's Handbook

**To:** Manager, Technical Standards Branch, AFS-370  
through Regional Handbook Standardization Representative  
Telemail address: AFS370

*(Please check all appropriate items.)*

- ☐ An error (procedural or typographical) has been noted in Chapter \_\_\_\_\_, Section \_\_\_\_\_, paragraph \_\_\_\_\_ on page \_\_\_\_\_.
- ☐ Recommend paragraph \_\_\_\_\_ in Chapter \_\_\_\_\_, Section \_\_\_\_\_, page \_\_\_\_\_, be changed as follows: *(Attach separate sheets if necessary.)*

- ☐ In a future change to this directive, please cover the following subject  
*(briefly describe what you want added):*

- ☐ Regional Handbook Standardization Representative recommendation:

- ☐ I would like to discuss the above. Please contact me.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

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